

OPEN LETTER TO POTENTIAL OFFERORS

As you know, the President has directed Federal agencies to develop plans for hiring welfare recipients into available jobs within the government.

As a potential contractor of the Department of Health and Human Services we encourage you to be a responsible corporate citizen and join our contracting community in making sure that welfare recipients have the chance to work.

Your support of this Presidential initiative is voluntary. We do not intend to issue new regulations, new contract clauses, or set targets. However, the Department will recognize as allowable expenses on its contracts, based upon your written plan, your costs for appropriate training to help newly hired welfare recipients become productive employees.

NOTICE TO POTENTIAL OFFERORS

THE ATTACHMENTS LISTED IN SECTION J, PAGE 44 OF THIS SOLICITATION ARE NOT AVAILABLE IN ELECTRONIC FORMAT. YOU MAY REQUEST A COPY OF THE ATTACHMENTS BY FAX AT (202) 690-5698/ATTN: GAYNEL ABADIE.

| | | | | | | | |
|--|--|--|--|--|--|----------------------------|--|
| SOLICITATION, OFFER, AND AWARD | | 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) | | RATING | | PAGE OF PAGES 1336 | |
| 2. CONTRACT NO. | | 3. SOLICITATION NO. RFP-7-97-HHS-OS | | 4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP) | | 5. DATE ISSUED 06/03/97 | |
| 7. ISSUED BY Dept. of Health and Human Services OS/Office of Acquisition Management Room 443H, Humphrey Building 200 Independence Ave., SW Washington, DC 20201 | | CODE | | 6. REQUISITION/PURCHASE NO. 524738 | | | |
| | | | | 8. ADDRESS OFFER TO (If other than Item 7) | | | |
| NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder". | | | | | | | |

SOLICITATION

| | |
|---|--|
| 9. Sealed offers in original and 6 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried, in the depository located in See Block 7 until 4:00 local time, 07/15/97 | |
| (City) (Hour) (Date) | |
| CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation. | |
| 10. FOR INFORMATION CALL: | |
| A. NAME Gaynel M. Abadie | |
| B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 202 690-7506 | |

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

| | | | | | |
|--|--|--|------------------|------------------|---------------|
| 13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8) | | 10 CALENDAR DAYS | 20 CALENDAR DAYS | 30 CALENDAR DAYS | CALENDAR DAYS |
| 14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated: | | AMENDMENT NO. | DATE | AMENDMENT NO. | DATE |
| 15A. NAME AND ADDRESS OF OFFEROR | | CODE | | FACILITY | |
| 15B. TELEPHONE NO. (Include area code) | | <input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE | | 17. SIGNATURE | |
| | | | | 18. OFFER DATE | |

AWARD (To be completed by Government)

| | | | | | |
|---|--|------------------------------|--|---|--|
| 19. ACCEPTED AS TO ITEMS NUMBERED | | 20. AMOUNT | | 21. ACCOUNTING AND APPROPRIATION INFORMATION | |
| 22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) () | | | | 23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified) | |
| 24. ADMINISTERED BY | | CODE | | 25. PAYMENT WILL BE MADE BY | |
| | | | | CODE | |
| 26. NAME OF CONTRACTING OFFICER (Type or print) | | 27. UNITED STATES OF AMERICA | | 28. AWARD DATE | |

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.
PREVIOUS EDITION NOT USABLE

PART I - THE SCHEDULE

SECTION B SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 SUPPLIES OR SERVICES AND PRICES/COSTS

Except as otherwise specified herein, the Contractor shall furnish the necessary personnel, materials, services, facilities, and otherwise to do all things necessary for or incident to the performance of the work set forth below.

B.2 PROJECT TITLE

National Longitudinal Study of Children and Families in the Child Welfare System.

B.3 SPECIFICATIONS

In performance of this project, the Contractor shall perform in accordance with Part I Section C herein.

B.4 CONSIDERATION AND PAYMENT

COST PLUS BASE FEE PLUS EARNED VALUE FEE.

A. The total cost for performance of the work under the basic contract, including all direct and indirect costs, shall not exceed \$____*, plus a base fee of 1% and an earned value fee of ____%**. The total basic contract amount including all costs plus the base and earned value fees shall not exceed \$____*. The Contractor agrees to complete the performance of the contract within the estimated cost, subject to the contract Clause FAR 52.232-22, "Limitation of Funds" (APR 1984).

B. Total funds currently available for payment and allotted to the basic contract are \$____*, of which \$____* represents the estimated reimbursable costs and \$____* represents the combined fee. For further provisions on funding, see the Limitation of Funds clause.

C. It is estimated that the amount currently allotted will cover performance of tasks *_____ which are scheduled to be completed by the dates established in Section F.

D. The Contracting Officer may allot additional funds to the contract without concurrence of the Contractor. The Government reserves the right to fund the contract as work is accomplished.

* To be completed at time of award.

** The earned value fee % will be negotiated in accordance with your earned value management program plan.

E. The total cost for performance of the work under Option A, including all direct and indirect costs, shall not exceed \$_____, plus a base fee of 1% and an earned value fee of %**. The Option A total amount including all costs plus the base and earned value fees shall not exceed \$_____. The Contractor agrees to complete the performance of the contract within the estimated cost, subject to the contract Clause FAR 52.232-22, "Limitation of Funds" (APR 1984).

F. Total funds currently available for payment and allotted to Option A are \$_____, of which \$_____ represents the estimated reimbursable costs and \$_____ represents the combined fee. For further provisions on funding, see the Limitation of Funds clause.

G. The total cost for performance of the work under Option B, including all direct and indirect costs, shall not exceed \$_____, plus a base fee of 1% and an earned value fee of %**. The Option B total amount including all costs plus the base and earned value fees shall not exceed \$_____. The Contractor agrees to complete the performance of the contract within the estimated cost, subject to the contract Clause FAR 52.232-22, "Limitation of Funds" (APR 1984).

H. Total funds currently available for payment and allotted to Option B are \$_____, of which \$_____ represents the estimated reimbursable costs and \$_____ represents the combined fee. For further provisions on funding, see the Limitation of Funds clause.

I. The total cost for performance of the work under Option C, including all direct and indirect costs, shall not exceed \$_____, plus a base fee of 1% and an earned value fee of %**. The Option C total amount including all costs plus the base and earned value fees shall not exceed \$_____. The Contractor agrees to complete the performance of the contract within the estimated cost, subject to the contract Clause FAR 52.232-22, "Limitation of Funds" (APR 1984).

J. Total funds currently available for payment and allotted to Option C are \$_____, of which \$_____ represents the estimated reimbursable costs and \$_____ represents the combined fee. For further provisions on funding, see the Limitation of Funds clause.

K. The total cost for performance of the work under Option D, including all direct and indirect costs, shall not exceed \$_____, plus a base fee of 1% and an earned value fee of %**. The Option D total amount including all costs plus the base and earned value fees shall not exceed \$_____. The Contractor agrees to complete the performance of the contract within the estimated cost, subject to the contract Clause FAR 52.232-22, "Limitation of Funds" (APR 1984).

L. Total funds currently available for payment and allotted to Option D are \$_____, of which \$_____ represents the estimated reimbursable costs and \$_____ represents the combined fee. For further provisions on funding, see the Limitation of Funds clause.

* To be completed at time of award.

** The earned value fee % will be negotiated in accordance with your earned value management program plan.

| Indirect Costs | Rate | Base |
|-------------------------------------|------|------|
| General and Administrative Overhead | * | * |
| Fringe Benefits | * | * |

Notwithstanding the foregoing provisions of this article, the Contractor shall, in the case of an upward adjustment of the provisional rate, comply with the requirements of the contract clause FAR 52.232-20, "Limitation of Cost" (April 1984) and provide timely notification to the Contracting Officer where such increase in costs causes operation of that clause.

* To be completed at time of contract award.

SECTION C

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

NATIONAL LONGITUDINAL STUDY OF CHILDREN AND FAMILIES IN THE CHILD WELFARE SYSTEM

The Administration on Children, Youth and Families (ACYF), in collaboration with the Office of the Assistant Secretary for Planning and Evaluation, seeks qualified offerors to design and conduct a national longitudinal study of children and families who come into contact with the child welfare system. The goal of the study is to determine the outcomes for those children and families who come into contact with the system, and to identify key variables that contribute to those outcomes.

Title V, section 429A, in the amendments to title IV-B of the Social Security Act authorizes the Secretary to conduct a "National Random Sample Study of Child Welfare." The legislation requires that the study "(1) have a longitudinal component; and (2) yield data reliable at the State level for as many States as the Secretary determines is feasible." There is a particular stated interest in the long term outcomes for children who have been victims of abuse and neglect.

The study, titled the "Child Welfare Longitudinal Study" (CWLS), offers an important opportunity to dramatically expand knowledge about the characteristics of children and families who come to the attention of the public child welfare system, agency and court decisions affecting them, their service experiences, and the outcomes which result for them. (Note: in this document, the term "child welfare system" is construed broadly, and is meant to include both Child Protective Services and the courts, as well as to take into account the relationship between the child welfare system and the broader child service system). The principal focus of the study is to describe the outcomes experienced by children and families, and to gain an understanding of the factors that contribute to those outcomes. Those outcomes relate not only to the characteristics of the children and families served, but also to system level factors, such as the size and organization of the system, its legislative and political underpinnings, the resources available, the decision-making mechanisms about who will be offered formal services, or the types and levels of services provided. Moreover, it is recognized that the "child welfare system" is not a single, uniform system, but that there are substantial differences among local and state systems that appear to dramatically affect the movement of children and families through those systems. Thus, the study must be designed in such a way that both child- and family-level data, and system-level data can be obtained.

We envision that the study will address the following issues and questions:

1. *Dynamic description of the child welfare system*

What are the pathways of children into and through the child welfare system, from reporting of abuse or neglect, through investigation and service provision (in-home and out-of-home), to the end of involvement in child welfare, and involvement with other systems (e.g., judicial, medical, mental health, and economic support)? What services are provided, and to whom? What determines the flow of children into and through the child welfare system? How do individual, family, system, and other factors determine who is investigated, who is indicated or confirmed, who receives services, who is taken into care, and who stays in care? What assessment takes place, and how is the information used? What are the "presenting problems" that lead to involvement in the system (especially long-term involvement)? What is the relationship between what happens to a family early in their experience with the system and what happens to them later? What are the effects of state and local policies and practices? What is the match between needs and services?

2. Outcomes (safety, well-being and permanency)

What are the long and short term outcomes for children and families who come into the child welfare system? What are the outcomes for children who experience various service patterns? What are the costs of various services for various types of families? What are the shorter-term indicators of change in parents/families receiving services that are associated with long term improved outcomes for children? What constitutes "permanency"? How does the timing of permanency decisions affect outcomes? What policies and practices are associated with what outcomes? What factors are associated with discontinuities in service delivery, including disrupted placements?

The study needs to be designed in such a way that it yields useful information in the short term as well as providing a look at the clients within the child welfare system over an extended period of time. In the short term, information should be provided about (1) the characteristics of children and families most likely to come into and stay in care; (2) for those children who come to the attention of the child welfare system, the characteristics associated with who comes into care and who does not; (3) service needs of children and families; and (4) the kinds of services actually provided to children and families who enter the child welfare system, and what determines the kinds of services provided. In the long term, the study is expected to provide knowledge about the long-term course for children and families who come into contact with the system, including (1) what kinds of services or interventions are associated with what types of outcomes, for which children and families; and (2) how the children and families change over time.

BACKGROUND

This procurement marks the first time that nationally representative longitudinal data will become available which draws on first-hand reports from children and families who are clients in the child welfare system in addition to reports from service providers and available administrative data. Moreover, this will be the first national study that will examine in detail the outcomes related to child and family well-being, and to attempt to relate service provision to those types of outcomes.

There have been previous national studies involving reviews of case records and administrative data for children within the child welfare system [e.g., the National Study of Preventive, Protective, and Reunification Services for Children in the Child Welfare System, conducted by Westat, Inc.), as well as national studies of the incidence of child abuse and neglect in the general population, the latest of which is the Third National Incidence Study of Child Abuse and Neglect (forthcoming, also conducted by Westat, Inc.). In addition, there have been studies which examined administrative data collected by State child welfare systems (e.g., studies from the Chapin Hall Data Archive Project, the Casey Family to Family Project, and analyses of the data from the National Child Abuse and Neglect Data System (NCANDS) by Walter MacDonald Assoc. which have provided information about trends in services provided to children within the child welfare system. There also have been longitudinal studies of abused and neglected children, such as the LongSCAN effort sponsored by the National Center on Child Abuse and Neglect.

However, there has been a lack of research on a national scale that both examines the long term outcomes for children who come into contact with the child welfare system, and that specifically links child welfare systems and services to child and family outcomes, particularly child well-being. The lack of an extensive research base in this area has diminished the capacity to adequately address some of the policy and practice issues that are currently of interest. For instance, there are questions about when it is in the best interest of the child to maintain the child within his or her biological family, and when removal is likely to produce a better outcome; similarly, there needs to be better guidance about whether and when to seek a permanent placement outside the home, and when it is appropriate to terminate parental rights. There are concerns about whether Child Protective Service (CPS) agencies have the capacity to meet the needs of the children who come to its attention, and, given limited resources, how a CPS system can triage to ensure that appropriate policies are applied and appropriate services are provided. There is a need for more information about the relative benefits of kin vs. non-kin foster placements, the relative benefits of long term foster care vs. more permanent guardianship or

adoption, and the relative benefits of institutional placements vs. family-based placements for children placed out of home. There is an increasing interest in the effects of family disruption on children entering critical developmental periods, particularly infants and adolescents, and on ways to ameliorate the potentially harmful effects of these disruptions. A common thread in these issues is the need for information so that the needs of the child can best be matched with the services provided. Thus, ACYF is interested in addressing these and other issues through a national data base that includes linked information on systems, services, children, and families.

During the planning process for this study, the Administration on Children, Youth and Families awarded a contract to Research Triangle Institute (RTI) (Contract Number 282-92-0045) in early 1997 to organize a meeting of consultants with expertise related to child welfare, developmental psychology, services research, survey research, and longitudinal data collection and analysis to discuss issues related to designing a national longitudinal study of children who come into contact with the child welfare system. These issues included describing the range of policy and research questions that could be addressed, the populations that could be targeted for such a study, challenges in designing and conducting the study, and defining variables of interest and potential measurement strategies. Simultaneously, RTI undertook a review of available measures that could be considered for use in child welfare research, explored design options for a national longitudinal study, and performed data analyses that could inform decisions about how children and families are sampled. Applicants are encouraged to review the materials developed under this contract as useful background information (these materials are included in the appendices to this document); however, the materials should not be construed as an indication of ACYF's preferences about the conduct of the study.

SPECIFIC TASKS TO BE PERFORMED

The Contractor will furnish the necessary personnel, materials, services, facilities, and otherwise do all things necessary or incident to performing the national longitudinal study of children and families within the child welfare system.

The work will be conducted over a six year period, in six one-year phases. During Phase I, the contractor will, with consultation from outside experts, complete the study design including creating the sampling frame, drawing a sample, defining variables and measures, obtaining OMB approval for data collection, and assessing the feasibility of proposed field work strategies. In Phase II, the contractor will complete preparations for field work (including obtaining cooperation from local child welfare agencies for participation), and begin data collection. In Phases II through VI, the contractor will collect data on the national sample of children, revising the design and measures as appropriate at each data collection point, complete preliminary data analyses, and prepare the data from each year's data collection for archiving as public use data sets.

Participating children and families will be selected from child welfare and CPS agencies upon entry into the child welfare system (i.e., upon investigation of abuse or neglect or some other entry mechanism into the system). Obtaining agency participation is likely to present substantial challenges. Local agencies are highly variable in terms of the policies and procedures that govern whether they will agree to participate, whether they will allow and facilitate access to the children and families served by the system, and as to what type of consent procedures are required for child and family participation. The availability of staff or consultants with extensive knowledge of state and local child welfare agencies is likely to facilitate this process. During the initial year of the project, the contractor shall engage in activities that will provide guidance about the most efficient strategies and procedures for obtaining agency cooperation.

Sampling for the study must take into account the likely variations among local child welfare agencies, and the potential contributions of those variations to child and family outcomes. Thus, it is anticipated that the selection of the sample for the study will proceed in two stages. In the first stage, the contractor must select Primary Sampling Units (PSUs), taking into account demographic factors and characteristics of the child welfare system that are likely to be important influences on child outcomes. Because of the way child welfare systems are organized, PSUs likely will be counties or groups of counties. In the second stage, the children and families within each PSU shall be selected; this sample will consist of children and families

who enter the child welfare system within a given period. To ensure that an entering cohort of children will ultimately represent all of the major service conditions of interest, (e.g., no services, in-home services, short term foster care, relative foster care, long-term foster care) it may be necessary to oversample on factors that predict whether children are likely to be represented in particular service patterns of interest. For example, available data (NCANDS, the National Study of Preventive, Protective, and Reunification Services) suggest that only about one third of children who are reported for abuse and neglect will have their cases substantiated by the CPS system; and that of cases that are opened in the child welfare system, only one-fifth to one-fourth will be placed in foster care. Thus, a simple random sample of cases entering CPS might not result in an adequate sample of children who later enter, for example, foster care.

Further, it is anticipated that the final design for the study will provide both a "Core" study, with a nationally representative sample of children and families who will be selected upon investigation of abuse or neglect, or some other method of entry into the child welfare system and followed annually, along with more intensive, **optional** substudies or satellite studies, selecting samples from the Core PSUs, and addressing the following issues:

1. Services: It is anticipated that the Core study will be able to provide only a broad description of the services provided to children and families; a smaller subsample of children and families should be studied more intensively to obtain more in-depth information about the nature and the costs of services provided.
2. Children in foster care: Children who enter foster care, particularly those who end up in long-term foster care, are a particular interest to policy-makers. The contractor should propose a sampling and data collection strategy for children already in foster care at the outset of the CWLS.
3. Young children: Little is known about the responsiveness of agency practices, policies, and services to the developmental needs of infants and very young children. Moreover, there are significant questions around the developmental outcomes for children who come into the child welfare system for various reasons during critical developmental periods.
4. Children at risk: It may be possible to identify children who are at risk of child abuse and neglect, or children who have been abused but who have not come into contact with the system. Such populations may be identified through schools or through other child service systems, such as health, mental health or juvenile justice systems.
5. Changes in the population over time: It is possible that children who enter the system in the future will have substantially different characteristics than those entering at the start of the CWLS. To address these issues, the contractor should consider selecting a second, smaller entry cohort of children for whom data collection would begin in Phase IV.

This contract requires, for the Core study, data collection from (1) children in the child welfare system, (2) their caregivers, (3) their caseworkers, (4) other agency personnel, and (5) review of administrative records. Data also may be collected from schools and from service providers outside the child welfare system. It is anticipated that face-to-face interviews or assessments will be conducted at least annually with children and caregivers in the core sample, although it may not be necessary to collect identical information at each data point. It may be necessary to conduct less intensive data collection activities (e.g., telephone follow-ups, mailed questionnaires, record reviews) at more frequent intervals to obtain information for which reliability or validity would be compromised by maintaining a one-year interval. Data collection from caseworkers and other agency personnel and service providers also is expected. It is expected that the time period covered by this contract will allow for four annual waves of data collection. Careful tracking of families and children over time to minimize attrition is an essential component for the success of this study.

In choosing or developing measures and instruments for the study, the contractor shall take into account those outcome variables for children and families that are most relevant for policy makers, as well as mediating or moderating variables in the areas of child and family characteristics, services, and agency factors, that are most likely to influence outcomes. In selecting variables of interest, the contractor must take into account the variability in developmental levels among the sample children, as well as the cultural and linguistic diversity

of the sample children and families. Domains of interest for child outcomes include, at a minimum, health and physical well-being, cognitive development, and social/emotional adjustment.

It is the intent of the government to make data sets from this study available as quickly as possible to the larger research and policy community, in order to encourage secondary analysis that will inform policy decisions in a timely manner. **ACYF may award future grants or contracts for the analyses of data collected as part of the CWLS in order to address specific policy and program interests.**

The work will proceed in phases as follows:

- m In Phase I, the contractor will complete Tasks 1, 2, 3, 4, 5, 6, 7, 8, 9, and 13.
- m In Phase II, the contractor will complete Tasks 2, 3, 6, 7, 8, 9, 10, 11, 12, and 13.
- m In Phase III, the contractor will complete Tasks 2, 3, 6, 7, 8, 9, 10, 11, 12, and 13.
- m In Phase IV, the contractor will complete Tasks 2, 3, 6, 7, 8, 9, 10, 11, 12, and 13.
- m In Phase V, the contractor will complete Tasks 2, 3, 6, 7, 8, 9, 10, 11, 12, and 13.
- m In Phase VI, the contractor will complete Tasks 2, 3, 9, 10, 11, 12, and 13.

Specific tasks to be performed are outlined below.

Task 1 Orientation Meeting with the Federal Project Officer (FPO)

The contractor shall meet with the FPO and other staff from the Department of Health and Human Services in Washington, D.C. (the Federal Steering Committee) **within ten working days** of the award of contract. Discussion topics will include, but not necessarily be limited to, the purpose of the project, methodologies to be employed, linkages to other studies as appropriate, and deliverables and Technical Report Requirements. Discussions of deliverables and Technical Report Requirements will include the establishment of an agreed upon list of progress and performance indicants which will provide the FPO and the contractor with information for taking actions necessary to insure timely and satisfactory completion of the project in accordance with the work plan and delivery schedule.

Task 2: Establish Technical Work Group and Convene Meetings

The contractor shall establish a Technical Work Group consisting of 10-12 persons with expertise in child welfare issues, research design, methodology, and analysis, developmental psychology, family research, health and social services delivery systems. The members of the Technical Work Group shall be selected by the FPO and Federal Steering Committee after receiving recommendations from the contractor and the FPO.

For each phase of the contract, the contractor shall convene the Technical Work Group for one or two meetings in Washington, D.C. to specifically advise the government and the contractor on various aspects of the proposed study. The meetings shall be of two days duration. The contractor shall consult with and receive approval from the FPO prior to scheduling any meeting of the Technical Work Group.

Issues for these meetings should include, but are not limited to: methodology and analysis; dealing with attrition in the study population; priorities and strategies for dissemination of results; and review of analyses and reports drafted by the contractor. Topics for all meetings shall be developed by the contractor in consultation with the Technical Work Group members and the FPO, and a tentative schedule of all Technical Work Group meetings, including the purpose of each meeting, shall be submitted to the FPO for approval no later than four weeks after the award of the contract. A draft agenda shall be submitted to the FPO for approval not later than **six weeks prior to each meeting.**

The contractor shall be responsible for transportation costs, per diem and honoraria of \$400 per day for all Technical Work Group members. Since Work Group members will need to prepare for meetings in advance, the contractor shall provide for up to two extra days of honoraria for each Technical Work Group meeting.

The contractor shall be responsible for the preparation of all briefing materials for each of the Technical Work Group meetings. Drafts of these materials shall be due to the FPO **four weeks prior** to the Technical Work Group meetings and shall be sent to Work Group members no later than **two weeks prior** to the meetings. These briefing materials shall require the review and approval of the FPO, prior to being sent to the Work Group members.

The contractor shall prepare written minutes of the Technical Work Group meetings. These minutes shall be distributed to Work Group members **no later than two weeks after each meeting**. The minutes shall require the review and approval of the FPO, prior to being sent to the Work Group members.

The contractor shall be responsible for securing hotel space for sleeping and meeting room accommodations and for all the costs of meeting rooms and relevant costs incurred. Meeting rooms should be reserved which are of a sufficient size to accommodate the participants, the contractor's staff and a minimum of 15 Federal staff in a conference style setting.

Task 3. Establish Consultant Cadre

The contractor shall establish a cadre of consultants from relevant academic, professional consulting, and service-provider communities. The intent is to have a cadre of professionals available for more intensive and timely involvement on the design and implementation than is feasible with a Technical Work Group; both early involvement and rapid responsiveness is the goal. The consultants may operate as individuals or teams, and they will act as advisors to ACYF as well as providing guidance to the study. Consultant shall be paid at the rate of \$400 per day.

Although potential consultants may be contacted prior to the award of the contract, the contractor shall not secure their commitment prior to the award of the contract, and without prior approval of the FPO. Prior to enagaging any consultant(s), the contractor shall provide a description of the specific work (including total projected hours per task or subtask) to be done by the consultant(s), and a timeline for its completion.

The contractor shall report on expenditures for professional consultants as a separate line item in monthly expense vouchers and shall incorporate a report on activities of consultants in the monthly technical progress reports.

Task 4. Develop Sampling Plan

- A. The contractor, in consultation with expert consultants (see Task 3) and the TWG, shall propose a sampling plan for selection of a nationally representative probability sample of children within the child welfare system. A two-stage sampling plan is envisioned, which first selects PSUs weighted by variables of interest, and then selects children and families within PSUs, again weighted by variables that are likely to be of interest in looking at outcomes. The contractor may propose alternate weighting strategies; the contractor must detail the justification for any weighting strategies, and examine the impact of alternative weighting methodologies. In developing the sampling plan, the contractor should consider potential variations among state administrative entities as well as local agencies in their philosophies, policies and procedures pertaining to child welfare services, as well as the variations in the number of families and the types of populations served and (for example, the proportion of children in foster care vs. in-home services, the size of systems and caseloads, the case flow into and out of the system, as well as other factors that may influence service provision and outcomes for children). In addition, the contractor should consider key demographic variables (e.g., population density, proportion of families living in poverty, proportion of minorities). The contractor shall provide the theoretical justification for the variables chosen for use in developing the sampling frame, shall describe how they will go about gathering the information to choose the PSUs, and shall provide a full description of how the sampling

plan will result in the ability to answer the questions of interest.

Preliminary estimates suggest that the number of children in the sample should be between 4000 and 8000, and that between 80 and 160 PSUs will be required. Contractors are free to propose other sampling strategies that require larger or smaller samples, particularly strategies which increase the efficiency of data collection while maintaining adequate precision. Contractors shall provide a sufficiently detailed power analysis that takes into account relevant variations in system/agency characteristics and addresses the level of precision necessary for reporting on the questions of interest.

The contractors shall specify how the sampling plan will be adjusted if agencies in selected PSUs refuse to participate, or if a participating agency withdraws from the study subsequent to the onset of data collection.

Although it is a nationally representative sample that is of primary interest in the study, the contractor also shall address as part of the sampling plan its potential utility in obtaining State-level estimates for as many States as feasible.

- B. The sampling plan must specify how the contractor intends to deal with the variability among agencies and systems in their intake procedures, including variations in how they count children as "cases" and how they keep records on those children. The contractor shall propose a method of ensuring that the definition of "entry into the system" is standardized across PSUs to the extent possible. The plan must account for children who enter the system through Child Protective Services (CPS), as well as those who enter through other pathways.
- C. In selecting the children and families for the sample, the contractor also shall offer a detailed discussion of how the sampling plan ensures that adequate numbers of children and families are represented in key service conditions (e.g., long-term and short-term foster care, in-home services, relative care, etc.). The contractor shall describe the data sources for making these determinations.
- D. The final sampling plan shall be approved by the FPO. The contractor's revised sampling and data analysis plan shall: (1) reflect a review of the available literature on research and evaluation issues regarding children and their families in the child welfare system; (2) discuss the difficulties expected in obtaining entry into child welfare agencies and in conducting the parent and staff interviews and collecting case record data, and propose solutions; and, (3) use U.S. Census data to chart the number, geographic distribution, and socio-demographic characteristics of the population nationwide and by region.

The contractor shall provide an approach to the overall sampling plan which clearly indicates an understanding of the complexities of such a data collection and the details required to implement and complete the data collection. A draft revised sampling plan shall be submitted to the FPO **8 weeks** after the beginning of Phase I. The FPO will review the plan, obtain comments from other ACYF staff and the Steering Committee, and provide comments to the contractor. The contractor shall then make corrections to the plan and submit a revised sampling plan for review and approval by the FPO. The final sampling plan shall be submitted to the FPO **12 weeks** after the beginning of Phase I.

Task 5. Data Collection Instruments

- A. Topics and questions for the survey shall be developed in collaboration with the FPO and Federal Steering Committee, other relevant federal personnel, and outside researchers (see Task 3 re: the use of consultants). The contractor shall specifically provide for a group of subject matter experts to be part of a design team for determining the areas of interest, assigning priorities, and developing questionnaires. In planning for instrument development, the contractor should refer to previous work done under contract number 282-92-0045 to Research Triangle Institute. The contractor also shall take into account other surveys of children and youth that are being planned or that are ongoing, and consider using identical or similar measures where appropriate. In developing instruments, the contractor shall carefully consider the potential burden to all respondents.
- B. The contractor shall prepare draft data collection instruments to be submitted to the FPO by the **20th week** after the beginning of **Phase I**. If revisions are needed for subsequent waves of data collection, such revisions must be submitted **not later than 16 weeks prior to data collection**. In selecting measures for child and family variables, the contractor must consider the need to have comparable data elements and measures over different age groups and at different points in time. Child measures shall encompass, at a minimum, the domains of health, cognitive functioning, and social/emotional development. The contractor also must describe how system characteristics and services shall be measured. The contractor shall attach an analysis of each instrument, including an description of its psychometric properties; the populations on which it has been normed and used; its appropriateness for use in populations with multiple cultural and linguistic backgrounds; and an assessment of its validity and reliability as well as its suitability for longitudinal data collection with the population under study; how it links with similar measures across various developmental periods; and with any suggestions for revisions. The FPO and the federal steering committee will provide comments to the contractor. The contractor shall revise the instruments based on the comments by the FPO and the Steering Committee and shall submit final data collection instruments to the FPO for approval by the end of the **26th week** after the beginning of **Phase I**.

Task 6. Data Collection and Analysis Plan

- A. It is expected that the collection of data will begin in the summer of 1999. Thereafter, it is anticipated that a full data collection will be repeated annually, with four annual waves of data collection possible over the life of the contract. Less extensive data collections may take place between annual data collections, to gather information on service utilization and/or other items for which more frequent data gathering is necessary to increase reliability and validity. The contractor is free to propose alternate data collection schedules, providing that such schedules meet the goals of the study and that the contractor can provide a rationale for the any alternate schedule. Data collection planning will be dependent in part on the types of information being collected. Potential respondents/data sources include staff and parent/caregiver interviews, direct child interviews and assessments, teacher interviews, record reviews, external service provider interviews, etc. For children in out-of-home placements, the plan must specify whether or how biological parents will be included in the data collection.
- B. The contractor shall prepare a data collection and analysis plan that links each research question to each variable to be measured, and which also links each variable to be measured to the data collection instruments, and proposed respondents/data sources. The contractor shall provide a graphic that displays this information.

For all data sources (e.g., child case records, staff and parent interviews), the contractor shall identify the specific types of data analyses that will be employed for each data element, including the unit of analysis, possible aggregations and method of display.

- C. The contractor shall consider the feasibility and cost effectiveness of using computer assisted technologies (e.g., CAPI and CATI) in sampling and data collection activities. If CATI and CAPI technologies are used for respondent interviews, the contractor shall prepare hard-copy versions of the CATI and CAPI monitor screens for each of the interview or assessment items. At a minimum, these screens shall include:
1. the item number and text;
 2. all displays that are to appear in the body of an item (e.g., names, wording alternatives);
 3. all information that is being provided to the interviewers/assessors to assist them in conducting the interview/assessments accurately and smoothly;
 4. information that identifies the next item to be asked for each response and;
 5. the response range specifications.

Following review by the contractor's project staff, copies of CATI/CAPI screens shall be submitted to ACYF for review and comment no later than 4 weeks prior to the start of data collection. ACYF will provide comments within two weeks, and revised screens will be resubmitted within two weeks of receipt of ACYF comments.

If CATI/CAPI technologies are used, the contractor must provide assurances of adequate technological capacity and programming expertise as well as providing information about backup systems and practical issues of distributing computers in the field. The contractor also shall specify how this technology would result in greater efficiency and accuracy as well as cost savings in data collection, data entry, and data cleaning.

- D. A high rate of participation of local agencies must be achieved as a prerequisite for a successful study. It is likely that there will be wide variation among agency policies and procedures that will affect their willingness to participate in the study, and the contractor must allow for adequate time and resources to complete this process in a timely manner. The contractor must identify and contact appropriate agency personnel to solicit the agency's cooperation, and also must make arrangements with each individual agency to develop procedures for drawing a sample of children, contacting and obtaining consent for children and families, and collecting agency data. Prior to contacting local agency personnel, the contractor must consider the need for obtaining endorsement for the study at levels higher than the local level (e.g., the State level) as a way of encouraging local cooperation. During Phase I, the contractor shall conduct such activities as necessary to determine the feasibility of proposed strategies for obtaining agency participation, to gain a better understanding of the procedures that will be most efficient once field work begins, and to refine those procedures before the onset of field work.

To gain the cooperation of local agencies, the contractor should be prepared to provide written materials to State and local agencies concerning the goals and purposes of the study, its importance and potential benefits, the schedule for data collection, its sampling needs, provisions for maintaining confidentiality of study participants, and the organization and personnel involved in the study. In particular, the contractor should identify potential incentives to encourage participation and focus on local benefits that may accrue for study participation.

By the summer of 1999, the Contractor will complete negotiations to include the agencies in the study. The key objective in this task is to identify and negotiate the responsibilities, with each participating agency, of the Contractor, the State, local program managers, and local line staff in carrying out the study. The Contractor will discuss a variety of topics with State and local representatives, including the following: the proposed study design, data needs, confidentiality and other ethical concerns, and roles that local program staff will be expected to play in the study, such as participation in data collection and facilitating access to families and to records. Prior to beginning data collection, the Contractor will present to the FPO agreements with each site. These agreements will include letters of support from the directors of the State child welfare agency, the local child welfare agency, the local family court (if appropriate), and any other agency necessary for the conduct of the study.

- E. After selecting and securing cooperation from the local agencies, the contractor must then obtain the necessary information from the local agency to enable selection of the sample of children and families who will be asked to participate. To account for local variations in the way children are screened, identified, and classified on entry to the system, the contractor shall devise standardized criteria for determining who will be eligible to be included in the sampling frame.

It is expected that there will also be considerable variability in agency policies that relate to releasing names and providing contact information to families, and that this will present a significant challenge to the data collection effort. The contractor must detail the procedures to be used to facilitate this process, and ensure that adequate resources are allocated to this task. During Phase I, the contractor shall conduct such activities as necessary to determine the feasibility of planned strategies for obtaining agency lists and contact information and assistance, and refine those strategies as necessary prior to the onset of data collection.

The contractor must contact families, children, and service providers as appropriate to be included in the study, and secure their consent to cooperate. Procedures for releasing names and for obtaining consent are likely to vary among the local agencies. For example, in some cases, written consent may be needed from parents of children in custody. The contractor may need to enlist the agencies' participation in facilitating this process; in these cases, the contractor shall consider incentives for the agency's efforts, or reimbursement for expenses incurred in the process.

The contractor's plan for obtaining child and family consent must allow for the possibility that a child's consent status may change over time. For example, children may enter or leave custody of the State, and require different consent procedures from those in effect at the onset of the study.

- F. The government's goal is that 90% of those eligible for participation, i.e., those obtained from sampling agency lists, will be recruited for participation in the study. The contractor shall develop and implement methods and procedures that shall demonstrate how this recruitment rate will be accomplished, and possible exceeded.

The contractor shall develop and implement procedures for converting nonrespondents to completed interviews. All nonresponse followup and refusal conversion efforts undertaken shall be documented.

The contractor shall provide decision rules to be followed if a sample case (either an agency or an individual) refuses to participate. Any procedures for sample replacement must be submitted to the FPO for approval prior to implementation.

- G. The contractor must provide a detailed plan that ensures maximum client confidentiality. The contractor shall discuss plans for the protection of child safety and detailed policies and procedures for dealing with incidents of abuse or neglect or other endangerment that may be discovered in the course of data collection. The discussion should note the impact, if any, that such procedures would be expected to have on sample attrition.

The contractor must discuss ethical and legal issues that may arise in collecting personal information from high risk families and children, and specify a plan for dealing with crisis situations which may arise in the course of collecting such information. In particular, the contractor must consider how to balance ethical and legal obligations for reporting instances of suspected abuse and neglect, or other situations that may endanger children, against obligations to maintain confidentiality.

Legal requirements for reporting abuse and neglect vary from State to State, and the contractor must become aware of all laws, regulations and procedures affecting such reporting in each State where the study is conducted. A summary of these requirements must be included as part of the data collection plan.

- H. At each site, the Contractor will investigate the availability and quality of administrative

records data that describe the services provided to families (e.g., child abuse and neglect investigation records, foster care records, and court records). The contractor shall specify procedures for assessing the quality of such administrative data. The Contractor will make arrangements with the local agency to obtain, to the extent possible, computerized records of services provided. These records will provide, for example, information on service inputs (e.g., contracted counseling services) and on key outcomes (e.g., recurrence of abuse or neglect).

- I. The contractor shall provide to the FPO in writing the recommended procedures for the follow-up of incomplete data, and a general quality control process for the entire data collection effort. This quality control effort shall involve data verification and supervisory/management oversight. The staff collecting data must receive training and this training approach shall be specified by the contractor.
- J. The contractor shall develop a schedule for data collection which must include:
 - 1) procedures for initially contacting child welfare agencies and for obtaining their cooperation and consent to participate;
 - 2) procedures for initially contacting and tracking the families and the timeline for conducting interviews;
 - 3) procedures for obtaining parental consent, or other consent necessary to interview or otherwise gather information about children in the study;
 - 4) procedures and timeline for contacting and interviewing child welfare staff and/or teachers and other service providers;
 - 5) timeline for obtaining and reviewing administrative records (computerized, where possible);
 - 6) a discussion of procedures to be put in place to ensure a way to maintain contact with families throughout the data collection period and to minimize sample attrition;
 - 7) procedures for periodically assessing the response rates and related attrition for the sample, over time; and
 - 8) procedures for continuing to track families who leave the child welfare system before the end of the study.
- K. The contractor shall detail the strategies for contacting agencies and for obtaining consent for participation by agencies as well as by parents and children. Potential difficulties in this process shall be discussed in detail, along with proposed solutions to likely problems encountered.
- L. Because the **substudies or satellite studies** might result in differences in data collection procedures and instruments for different children and families within the same geographic area, the contractor shall consider whatever modifications must be made in the data collection plan to accommodate the special needs of the **substudies or the satellite studies**. The contractor shall specify in the plan what modifications of study procedures may be necessary, and what quality control measures and management strategies will be instituted to ensure that the appropriate data will be collected for each of the **substudies or satellite studies**.
- M. The draft data collection and analysis plan shall be submitted to the FPO by the end of the **16th week** after the beginning of **each Phase**. The FPO will review this plan with other ACYF staff and the Steering Committee, and submit comments to the contractor. The contractor shall make the required corrections and resubmit the plan in final form to the FPO by the end of the **20th week** after the beginning of **each Phase**. **The contractor must then conduct such activities as necessary to assess the feasibility of, and make necessary refinements to, the data collection plan; a revised data collection plan, highlighting such activities, shall be submitted to the FPO by the end of Phase I.**

Task 7 - Preparation of Privacy Act Announcement and OMB Clearance Package

The contractor shall prepare a Privacy Act Announcement as necessary, and an Office of Management and Budget (OMB) paperwork reduction package for the national data collection

prior to the initial data collection. If any revisions are made to the data collection package at succeeding data points, the contractor shall prepare a revised paperwork reduction package for submission to OMB.

The contractor shall develop an OMB clearance package for the data collection, including all data collection instruments and transmittal memoranda in accordance with OMB and the Department of Health and Human Services guidelines. The package shall include, but not be limited to, the following:

A justification and introduction to the data collection. For example, a justification of why the data are needed; how, by whom, and for what purpose the information will be used; why existing information cannot be used; and a summary of the data collection components.

Data collection plan. This includes both a description of and a justification for the response universe sampling plan; sample design of data collection instruments with a question-by-question justification; plans for pretesting data collection instruments; and data analysis plan.

Tabulation and publication plans.

Consultation with outside agencies.

Respondent burden estimate.

Confidentiality statement.

The draft OMB package shall be submitted to the FPO by the end of the **48th week** after the beginning of **Phase I**. The FPO will provide comments to the contractor over a period of two weeks. The contractor shall then submit the final OMB package to the FPO by the end of the **52nd week** after the beginning of **each Phase**. The OMB package shall be delivered both in hard copy form and also on an IBM PC compatible 3 1/2 inch diskette in a word processing format compatible with ACYF software (currently Word Perfect 5.1 and Microsoft Word). The government reserves the right to make this document, or parts of the document, available for public use. The contractor shall allow at least 130 days for OMB approval, and shall revise the OMB package as necessary based on comments received from the general public and OMB during the comment period.

If it is necessary at subsequent data collection points to revise data collection procedures, the same guidelines specified above must be followed in preparing the OMB package, and the contractor must allow 130 days for OMB approval.

The contractor shall travel to Washington, DC to meet with OMB personnel regarding the data collection packages if requested.

Task 8. Pre-test Data Collection Instruments

The contractor shall conduct a pre-test of the data collection instruments **during the first eight weeks** after the beginning of **Phase II**. The pre-testing of the instruments shall be conducted in or close to the Washington, D.C. metropolitan area, if possible, with a maximum of nine respondents per data collection instrument. Pre-testing of data collection instruments shall include organizing focus groups of parents and agency staff to respond to the issues of comprehensiveness and sensitivity of proposed questions. Participants should be representative of the linguistic and ethnic diversity likely to be encountered in the field.

The contractor shall prepare a draft report on the pre-testing of the data collection instruments and submit it to the FPO by the **10th week** after the beginning of **Phase II**. The pre-test report shall present a description of the quality of the pre-test data, any difficulties with the data collection process, response rates, and the appropriateness of the instruments regarding item response distributions, internal consistency, and reliability. This report shall include proposals for any suggested modifications to data collection instruments or procedures that may require further OMB clearance. A revised final pre-test report shall be due **14 weeks** after the beginning

of **Phase II**.

If revisions are necessary in data collection procedures or instruments after the initial data collection, the contractor will follow the same procedures and timelines specified above for pilot testing in Phases II, III, and IV.

Task 9. Data Collection

Once OMB clearance has been granted, the contractor shall finalize the schedule for obtaining parental consent and conducting the data collection activities.

- A. Field staff are needed to conduct preliminary contacts with sampled agencies to select the children who will be included in the sample; to conduct telephone interviews with parents, caregivers, administrators, and service providers; and to conduct face-to-face interviews with children and parents. To ensure that the data collection staff assigned to the CWLS have the skill levels necessary to perform their duties, the contractor shall design and implement comprehensive training programs during each data collection period. An outline of the training program must be submitted to the FPO no later than **eight weeks prior to data collection during each phase**. This outline shall include:
1. A program agenda that identifies the formats to be used to conduct the training the topics to be covered, and the length of the training;
 2. an outline of the materials that trainees will be provided;
 3. the contractor's plan for evaluating the training program and the performance of individual trainees; and
 4. a preliminary schedule that identifies when and where the training will occur.
- Following ACYF review and approval of the interview training program outlines, the contractor shall develop and submit draft copies of all training materials to ACYF for review at least **four weeks** prior to the start of the first training session. After making suggested revisions, the contractor shall submit **5 copies to the FPO at least five (5) working days prior to their being distributed to trainees**.
- B. Along with the training plan, the contractor shall submit a plan which shows how it will monitor all data collection activities to assure that high quality data is collected. This plan shall include a description of the evaluation and correction methods the contractor shall use to assure quality control, maintain standards, identify poor performance, and procedures for correcting poor performance of data collection staff.
- C. Because high numbers of minority children are expected to be included in the sample, the contractor shall have data collection staff who are qualified to interact with children and families of minority ethnic and linguistic groups, and who can conduct interviews in languages other than English. At a minimum, the contractor must have field staff who are fluent in Spanish. The contractor must document how field staff will be recruited and deployed to address this issue.
- D. All persons who collect or have access to raw data must be trained in confidentiality issues and must provide signed assurances of nondisclosure of confidential information.
- E. The contractor shall be responsible for providing all facilities and materials for training of field staff and/or telephone interviewers, and for assuring that all staff successfully complete the training specified in the training plan. Because training may have to be provided across multiple sites, the training program must be designed in such a way that standardization of training is assured.
- F. The contractor shall develop and implement a plan to have senior evaluation staff conduct periodic site visits during data collection periods to monitor on-site evaluation staff, ensure quality control, and maintain good working relationships with program staff. The contractor shall specify whether the on-site researchers or senior evaluation staff will collect the various forms of data. The contractor shall also consider the need for security and develop a plan for cases where field staff's safety may be at risk.

- G. The contractor shall arrange an expense payment of **\$20 per data collection**, or in-kind contribution of similar value, for each family who participates in each data collection, to cover the cost of any necessary child care or transportation expense.
- H. The data collection shall consist of the following tasks, which shall be completed in each of Phases II, III, IV, V, and VI:
- a. Data collection from primary caregivers. The contractor shall complete annual face-to-face interviews with the primary caregiver for each child in the sample, using the forms approved in Task 6. Where necessary, interim telephone or mail contacts may be used to update or supplement information obtained in annual interviews.
 - b. Data collection from children. The contractor shall complete annual face-to-face interviews or assessments (or complete information based on direct observation) for each child in the sample, using instruments approved in Task 6. Where necessary and appropriate, interim telephone or mail contacts may be used to update or supplement information obtained in the annual interviews.
 - c. Data collection from administrative records. The contractor will arrange to abstract information from administrative records from child welfare agencies for each child in the study who remains in the child welfare system, using the format approved in Task 6.
 - d. Data collection from case workers and other child welfare service providers. The contractor shall complete interviews or questionnaires, as approved in Task 8, with case workers and service providers for each child whose case remains open in the child welfare system during the course of the study.
 - e. Data collection from agency personnel. For each agency represented in the study, the contractor shall complete interviews or questionnaires, as approved in Task 6, for key agency personnel.

In addition, the contractor may, subject to approval of the FPO, collect data from the following:

- a. Teachers and/or child care providers. For children ages 0-12, the contractor may complete interviews or questionnaires, as approved in Task 6, with teachers or child care providers for each child in the sample. For children older than 12, the contractor may arrange to obtain and abstract information from school records.
- b. Other service providers. For each child in the sample, the contractor may obtain consent to obtain and abstract information from health records and other service provider records as approved in Task 6.

The contractor must allow for sample mobility and make every effort to minimize sample attrition. It is the government's goal that at least 90% of the original respondents remain in the study by the final wave of data collection. The contractor must specify plans for how this goal can be met or exceeded.

Task 10. Monitoring the progress of the study and the quality of the data.

The study will require large amounts of information to be collected, processed, and stored in a short period of time. A system must be developed and maintained to keep control of all data collection activities associated with the CWLS. The contractor shall design, implement, and document a system to ensure that each designated sample unit (child, parent, service provider, etc.) is properly surveyed and that all required information is obtained, properly identified, and stored. The system shall have means for correcting materials/data found to be incomplete or inaccurate. The system shall permit project staff to monitor the flow of information and to produce weekly reports of the study's progress. Such reports will be provided to the FPO on request.

To ensure that data collected are of high quality, the contractor must have, in addition to procedures for monitoring data collectors in the field, a system in place for quickly identifying patterns of inaccuracies and anomalies in the data (such as out-of-range variables, missing data,

and unusual distributions of scores), such that immediate corrective action can be initiated.

Task 11. Tracking participants and minimizing attrition

The Contractor will determine what data collection is needed to maintain contact with and track families involved in the study, whether or not they remain connected with the child welfare system. At a minimum, the contractor's tracking data base shall include the following information: 1) child identification number, 2) parent(s) and guardians' names, 3) home address of parent(s) and guardians, 4) names, addresses, and phone numbers of two other individuals who would always know the whereabouts of the child. The Contractor will develop a detailed plan for participant tracking to ensure that attrition is minimized. All families who are initially enrolled in the study will remain part of the study for the duration of the contract, and the contractor will make every effort to locate those families at each data point. The government recognizes, however, the potential impact of sample mobility on cost; the contractor is encouraged to propose strategies (including, but not limited to, replicate sampling or staggered data collection points, subsampling, or modifications in the amount and type of data to be collected at each data point) to control costs over time while still meeting the goals of the study.

Task 12. Data Analysis and Archiving

The contractor shall conduct analyses of all the data collected according to the methodology approved in the revised data analysis plan. After preliminary analysis, the contractor may revise the analytical plan based on the quality and completeness of the database. If there are revisions, the revised data analysis plan shall be submitted to the FPO for review and approval before the plan is implemented. Findings from the data analyses shall be presented in the reports outlined in Task 13.

Prior to the base year data collection, the contractor shall design, establish, and implement the procedures to transform the data into a computerized form that can be used by a variety of standard statistical software packages e.g., SAS and SPSS for Windows). After data collection begins the computerized data shall be edited and errors corrected until the computer files contain only verified and accurate records. For ACYF review the contractor shall provide separate ASCII data files and SAS portable files on CD-ROMs. Both raw data files and files of any constructed variables must be provided. These files and all documentation including linking IDs needed to access and read the data sorted in each file shall be delivered **within four months of the end of data collection activities at each wave**. The following files shall be delivered: child, parent, service provider, and agency. Separate files shall be created for any **substudy or satellite study** conducted in addition to the Core study.

Final data deliverables for each data collection wave shall consist of CD-ROMS with electronic codebooks that allow users to tag variables and create SAS and SPSS for Windows code files. For the final file deliverables for each wave, the data shall be provided as megafiles e.g., merged child, parent, service provider, and agency files). These merged files shall be delivered **within eight months of the close of data collection for each Phase**. The contractor shall link individual data records across data collection waves such that longitudinal data files can be created.

After each data collection phase, the contractor shall make available all data sets for public use. The contractor must prepare the data sets to be housed in the Data Archive sponsored by the National Center on Child Abuse and Neglect and currently housed at Cornell University, and prepare the data sets and all documentation in accordance with guidelines provided by the Archive. In particular, close attention must be paid to maintaining confidentiality of the respondents. The contractor shall initiate discussions with the NCCAN Data Archive as soon as the contract is awarded to ensure that data collection activities will result in data file formats that are accessible to and easily used by the research community. If special software must be developed for data analysis, the contractor must make this software available to FPO and to the NCCAN data archive along with the data sets.

It is the intent of the government that data should be publicly available for secondary analysis and publication of results as soon as possible following the completion of each Phase. Prior to the end of each Phase, however, approval of the FPO shall be required for any publications or

use of the data set that are based on the data collected under this contract. It is expected that data sets will be placed in the NCCAN Data Archive not later than eight months following the end of each data collection wave.

Task 13. Reports

- A. **Progress reports.** In all Phases, the contractor shall provide brief monthly technical progress reports to the FPO which clearly indicate the contract tasks which were to be performed in the prior month, a description of the progress made in completing these tasks, problems encountered or remaining from the prior months, expected approach to resolve problems from the prior month, tasks for the current month, and any budgeting implications or significant concerns to be addressed by the FPO.

For each task under all Phases, the contractor shall provide monthly progress reports to the FPO, based on actual data from (or reconcilable with) its accounting system, which include the following information:

Identification of any financial variances (i.e., the difference between incurred costs and assigned budgets for scheduled work elements); identification of any schedule or work variances (i.e., the difference between budgets credited for completed work and budgets assigned to scheduled work); depiction of any variances in the form of indices and graphs; detailed reasons for any variances of $\pm 10\%$; recommended corrective actions resulting from earned value and other performance information; and revised estimates of cost at completion based on performance to date. If subcontractors are used, the contractor must develop and implement a system to ensure that its subcontractors comply with this requirement, and each monthly progress report must address performance at the prime and subcontractor level. (For any contractor-caused performance variances, the contractor shall implement corrective actions, if and when approved by the FPO; and those corrective actions shall be at no additional cost to the Government. For Government-caused performance variances, the contractor shall negotiate with the FPO to determine appropriate corrective actions).

Identification of funds expended to date; funds expended in the prior month; and the remaining balance of funds in the contract.

In addition, the first two monthly progress reports shall contain a communication plan which describes how all relevant contractor and Government personnel will be updated on cost, schedule and technical progress -- using earned value methodology and other project performance information. Any necessary revisions to the communication plan shall be addressed in monthly progress reports.

The contractor shall report on expenditures for professional consultants as a separate line item in monthly expense vouchers and shall incorporate a monthly report on activities of consultants as part of the monthly progress report.

- B. **Methodology reports:** The contractor shall submit methodology reports that document the entire project including a description of the sample design, instrument development, and all procedures used to conduct the study. Special features of the study shall be described in detail and any problems encountered either during the design or implementation of the survey identified. Changes that were made to the design and or procedures developed during Phase I in response to unanticipated problems shall be fully documented. The report shall include major findings pertaining to the methods used and/or experimented with during the conduct of the study and discuss their implications for future followup data collection activities.

A draft interim methodology report shall be submitted to the FPO for review **26 weeks** after the beginning of **Phase III**. The revised interim report shall be submitted **36 weeks** after the beginning of **Phase III**. A draft final methodology report, documenting any changes in the design, instrumentation, or study procedures after the interim report was submitted, shall be submitted **thirty-six weeks** after the beginning of Phase VI. The final methodology report shall be submitted **fifty weeks** after the beginning of Phase VI.

- C. **Annual Reports.** The contractor shall submit a draft outline of an Annual Report for each Phase to the FPO during the **42nd week** after the beginning of **each Phase**. The FPO shall have two weeks to review and approve the outline.

The report should include the following elements:

- The results of data analyses from all data collected during that phase, based on the analysis plan and any subsequent modifications to that plan. At a minimum, descriptive analyses that are related to the stated study questions will be provided; and, event history analyses, which chronologically describe key events in the lives of children and families in the study. Other analyses, addressing current policy and practice questions, will be undertaken following consultation with FPO and Federal Steering Committee at the beginning of each Phase, beginning in Phase II. The contractor shall propose the types of analyses that will be undertaken following each wave of data collection. This element of the report should include methodology, findings, and recommendations. An executive summary, limited to 20 pages, shall be provided for this section of the report, which includes a statement of the research questions, objectives, methodology, major findings, and any recommendations.
- A technical report presenting an analysis of the tasks performed and resolution of problems encountered.
- A section detailing the quality of data collection and other quality assurance procedures, as well as a report on attrition and efforts made to minimize attrition.

The draft Annual Report for each Phase based on the approved outline shall be submitted to the FPO during the **46th week** after the beginning of **each Phase**. The contractor shall expect to revise the draft at least twice based on comments from the FPO and the Steering Committee prior to submitting the final Annual Report for each Phase and a camera ready copy (as well as an electronic copy compatible with ACYF's Internet document standards, which are currently under development) of the Report to the FPO during the **52nd week** after the beginning of **each Phase**. Also during the **52nd week** after the beginning of **each Phase**, the contractor shall make an oral presentation of the results to the ACYF Commissioner and ACYF staff.

A copy of the final Annual Report for each Phase and the accompanying Executive Summary shall be submitted on IBM PC compatible 3-1/2 inch 1.4 megabyte DS/HD diskettes in a word processing format that is compatible with current ACYF software (currently Word Perfect 5.1 and Microsoft Word). In order to accommodate a publishing plan, the contractor shall submit line item quotes reflecting the exact costs of research, writing, editing and copy preparation associated with the camera-ready copies of the final Annual Report for each Phase and the accompanying Executive Summary produced

under this contract.

OPTIONAL TASKS

Offerors are required to include in their proposals an additional section, labeled Optional Tasks A through E, which separately outlines the workplan, staff loading per task, and estimated additional costs for the additional sampling increment for **each** of the optional tasks listed below. This separate estimate should be clearly detailed as additive labor and cost estimates, which easily can be added to the base proposal's labor and cost estimates.

Business and technical proposals for the options are to be segregated from the technical and business portions for the base contract. The evaluation criteria outlined for the base sample proposal will also apply to the options.

At minimum the work plan for the options shall address: any necessary additional (beyond the base contract) staffing, travel needs, and/or other activities and costs. Offerors shall include a detailed incremental estimate of staffing and data collection costs, including proposed plans for data collection.

The estimate of the additional level of effort required to carry out the work required in these optional tasks is provided below. The government offers this description of the level of effort only as an example of how to carry out the scope of work for this option. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks of the optional task.

The government will decide between October 1997 and March of 1998 whether any or all of Options A through D will be exercised. With the exception of Option D, all optional tasks will follow the same schedule as specified for the Core study. Option F is dependent upon obtaining funding from agencies outside of ACYF; the government will determine by March of 1998 whether such funding is available, and whether the option will be exercised.

Option A. Services: It is anticipated that the Core study will be able to provide only a broad description of services provided to children and families, particularly for those services obtained outside the child welfare system. A smaller subsample of children and families should be studied more intensively to obtain more in-depth information about the nature of services provided, including, for example, assessing quality and extent of services, assessing costs of services, conducting follow-backs to other service agencies, investigating coordination with other services systems, examining the match between service need and services provided, and exploring organizational issues.

The contractor should propose a sampling and data collection strategy for a subsample of children and families already included in the Core study sample; this will be an separate sample from the one selected for the Core study. The contractor may propose sampling from all PSUs in the Core study, or from a subset of Core PSUs; the contractor must provide a theoretical and technical justification for the sampling strategy that is chosen. The contractor must plan for sampling, instrument development, data collection, quality control, and preparation of OMB packages and all reports in accordance with the specifications in Tasks 4 through 13 above.

Estimates of the level of effort required to carry out the work described herein are given below. The government presents this description of the level of effort only as an example of how to carry out the scope of work within the resources available. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks.

Person Hours

The estimated level of effort for Option A is approximately 18,700 person hours.

Option B. Children in foster care: Children who enter foster care, particularly those who end up in long-term foster care, are a particular interest to policy-makers. More information

is needed about what variables differentiate these children from those who are able to stay in their biological families, or those who quickly achieve permanent placements; efforts that are made to establish permanent homes for foster children; barriers to permanence; and long-term well-being of children in long-term foster care.

The contractor should propose a sampling and data collection strategy for children already in foster care at the outset of the CWLS; this will be a separate sample from the one selected for the Core study. The contractor may propose sampling from all PSUs in the Core study, or from a subset of Core PSUs; the contractor must provide a theoretical and technical justification for the sampling strategy that is chosen. The contractor must plan for sampling, instrument development, data collection, quality control, and preparation of OMB packages and all reports in accordance with the specifications in Tasks 4 through 13 above.

Estimates of the level of effort required to carry out the work described herein are given below. The government presents this description of the level of effort only as an example of how to carry out the scope of work within the resources available. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks.

Person Hours

The estimated level of effort for Option B is approximately 13,300 person hours.

Option C. Children at risk: It may be possible to identify children who are at risk of child abuse and neglect, or children who have been abused but who have not come into contact with the child welfare system. Such populations may be identified through schools or through other child service systems, such as health, mental health, educational, or juvenile justice systems. Issues of interest for these "at risk" populations include pathways into various service systems for children; whether children who are abused and neglected, or at high risk for abuse and neglect, are likely to be served in settings other than the child welfare system; and given similar characteristics, what the outcomes are for children in the child welfare system vs. those in other systems.

The contractor should propose a sampling and data collection strategy for selecting a sample of children who enter care in child services other than the child welfare system, in selected Core PSUs. This will be a separate sample of children from the one selected for the Core study. The contractor must provide a theoretical and technical justification for the sampling strategy that is chosen, including the basis for selecting the PSUs. The contractor must plan for sampling, instrument development, data collection, quality control, and preparation of OMB packages and all reports in accordance with the specifications in Tasks 4 through 13 above.

Estimates of the level of effort required to carry out the work described herein are given below. The government presents this description of the level of effort only as an example of how to carry out the scope of work within the resources available. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks.

Person Hours

The estimated level of effort for Option C is approximately 45,000 person hours.

Option D. Future cohort study: It is possible that children who enter the system in the future will have substantially different characteristics than those entering at the start of the CWLS. It has been hypothesized that changes in economic conditions as well as changes in social programs (e.g., welfare reform) and service delivery systems (e.g., managed care, increasing privatization) may affect the numbers and types of children reported as well as the services available to them.

To address these issues, the contractor should consider selecting a second, smaller entry cohort of children from the Core PSUs, for whom data collection would begin in Phase IV. Data collection for this cohort would be identical to that for the Core study cohort. The contractor must provide a theoretical and technical justification for the sampling strategy that is chosen.

Estimates of the level of effort required to carry out the work described herein are given below. The government presents this description of the level of effort only as an example of how to carry out the scope of work within the resources available. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks.

Person Hours

The estimated level of effort for Option D is approximately 13,880 person hours.

Option E. Young children: Infants (under one year) and young children (ages one to five years) are of special interest to policy makers. Little is known about the responsiveness of agency practices, policies, and services to the developmental needs of young children. Moreover, there are significant questions around the developmental outcomes for children whose family situations may be disrupted, who may be likely to experience long term neurobiological effects resulting from in utero exposure to drugs or alcohol, or who may be abused or severely neglected during critical developmental periods.

The contractor should propose a sampling and data collection strategy which oversamples young children in Core study PSUs. The contractor may propose oversampling from all PSUs in the Core study, or from a subset of Core PSUs; the contractor must provide a theoretical and technical justification for the sampling strategy that is chosen. The contractor must plan for sampling, instrument development, data collection, quality control, and preparation of OMB packages and all reports in accordance with the specifications in Tasks 4 through 13 above.

Estimates of the level of effort required to carry out the work described herein are given below. The government presents this description of the level of effort only as an example of how to carry out the scope of work within the resources available. Offerors are expected to make their own independent assessment of the resources required to perform the stated tasks.

Person Hours

The estimated level of effort for Option E is approximately 23,190 person hours.

SECTION D

PACKAGING AND MARKING

This section is not applicable.

SECTION E

INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| NUMBER | TITLE | DATE |
|----------|---|----------|
| 52.246-5 | INSPECTION OF SERVICES - COST-REIMBURSEMENT | APR 1984 |

E.2 INSPECTION AND ACCEPTANCE

- (a) The Contracting Officer or a duly authorized representative will perform inspection and acceptance of services and materials to be provided.
- (b) For the purpose of this section, the Project Officer is the duly authorized representative of the Contracting Officer.

SECTION F

DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| <i>NUMBER</i> | <i>TITLE</i> | <i>DATE</i> |
|---------------|--------------|--|
| 52.242-15 | AUG 1989 | STOP-WORK ORDER Alternate I (APR 1984) |

F.2 PERIOD OF PERFORMANCE

The period of performance of this contract shall commence on the date of contract award through September 30, 2003.

F.3 SCHEDULE OF DELIVERABLES

| Description | Quantity | Date Due |
|---|-----------------|--|
| Draft Agenda for TWG | 2 | Six Weeks Prior to TWG meeting |
| Briefing Materials for TWG (Draft) | 2 | Four Weeks Prior to TWG meeting |
| Briefing Materials | 20 | Two Weeks Prior to TWG meeting |
| Minutes of TWG Meeting | 10 | Two Weeks After TWG meeting |
| Draft Sampling Plan | 10 | Eight Weeks After Effective Date of Contract (EDC) |
| Final Sampling Plan | 10 | Twelve Weeks After EDC |
| Draft Data Collection Package | 12 | Twenty Weeks After EDC |
| Data Collection Package | 12 | Twenty-six Weeks After EDC |
| Draft Data Collection and Analysis Plan | 12 | Sixteen Weeks After EDC |

| | | |
|--|----|---|
| Revised Data Collection and Analysis Plan | 12 | Fifty-Two Weeks After EDC |
| Draft OMB Package | 5 | Forty-Eight Weeks After Beginning of Phase I |
| OMB Package | 10 | Fifty-Two Weeks After Beginning of Phase I |
| Report on Pretest of Data Collection Instruments (Draft) | 10 | Eight Weeks After Beginning of Phase II |
| Report on Pretest of Data Collection Instruments | 10 | Fourteen Weeks After Beginning of Phase II |
| Training Outline | 5 | Eight Weeks Prior to Data Collection |
| Training Materials | 5 | Four Weeks Prior to Data Collection |
| Monthly Progress Reports | 3 | By the 15th of Each Month |
| Outline of Annual Report | 10 | Forty-Two Weeks After Beginning of Each Phase |
| Draft Annual Report | 10 | Forty-Six Weeks After Beginning of Each Phase |
| Draft Methodology Report (Interim) | 10 | Twenty-Six Weeks After Beginning of Phase III |
| Methodology Report (Interim) | 10 | Thirty-Two Weeks After Beginning of Phase III |
| Draft Methodology Report (Final) | 10 | Thirty-Six Weeks After Beginning of Phase VI |
| Methodology Report (Final) | 10 | Fifty-Two Weeks After Beginning of Phase VI |

SCHEDULE OF DELIVERABLES (CONT.)

| Description | Quantity | Date Due |
|---|-----------------|--|
| Annual Report | 20 | Fifty-Two Weeks After Beginning of Each Phase |
| Data Files to FPO | 4 | Four Months After End of Each Data Collection Phases II-VI |
| Data Sets for Archiving, with Documentation | 4 | Eight Months After End of Each Data Collection for Phases II-VI |

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 TECHNICAL DIRECTION

Performance of the work under this contract shall be subject to the technical direction of the Project Officer. The term "Technical Direction" is defined to include, without limitation, the following:

- (a) Directions to the Contractor which redirect the contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details or otherwise serve to accomplish the contractual statement of work.
- (b) Provision of information to the Contractor which assists in the interpretation of drawings, specifications or technical portions of the work description.
- (c) Review, and where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered, by the Contractor to the Government, under the contract.

Technical direction must be within the general scope of work stated in the contract. The Project Officer does not have authority to and may not issue any technical directions which (i) constitutes an assignment of additional work outside the general scope of the contract; (ii) constitutes a change as defined in the contract clause entitled "Changes"; (iii) in any manner causes an increase or decrease in the total estimated contract performance; or, (iv) changes any of the expressed terms, conditions, or specifications of the contract.

All technical directions shall be issued in writing by the Project Officer or shall be confirmed by him in writing within five working days of oral issuance. The Contractor shall proceed promptly with the implementation of all technical directions duly issued by the Project Officer in the manner prescribed by this clause and within the authority of the provisions of this clause.

If in the opinion of the Contractor, any instruction or direction issued by the Project Officer is within one of the categories defined in (i) through (iv) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within five working days after the receipt of any such instructions or directions, and shall request the Contracting Officer to modify the contract accordingly. Upon receiving such notification from the Contractor, the Contracting Officer shall issue an appropriate contract modification or advise the Contractor in writing that the technical direction is within the scope of this clause and does not constitute a change under the Changes clause of this contract. The Contractor shall thereupon proceed immediately with the direction given. A failure of the parties to agree upon the nature of an instruction or direction, or upon the contract action to be taken with respect thereto shall be subject to the provisions of the contract clause entitled "Disputes".

G.2 DESIGNATION OF GOVERNMENT PROJECT OFFICER

- (a) _____ * _____ is hereby designated Project Officer under this contract. His/Her address is:
_____ *
- (b) The Project Officer, or his authorized representative, shall be responsible for coordinating the technical aspects of the contract with the Contractor. The Project Officer is not authorized to make any changes which affect the contract amount, delivery, terms or conditions. The Contracting Officer is the only party authorized to bind the Government.

** TO BE COMPLETED AT TIME OF AWARD

G.3 DESIGNATION OF GOVERNMENT CONTRACT ADMINISTRATOR

_____ * _____ has been assigned to administer the contractual aspects of this contract. Changes in the scope of work, contract cost, price, quantity, quality or delivery schedule shall be made only by the Contracting Officer by a properly executed modification to this contract. Any proposed change or modification and all correspondence that in any way concerns the terms or conditions of this contract shall be submitted directly to the contract administrator at the following address:

Department of Health and Human Services
Office of the Secretary
Office of Acquisition Management
200 Independence Ave., SW, HHH-Bldg.
Washington, DC 20201
Telephone No. (202) _____ *

- TO BE COMPLETED AT TIME OF AWARD

G.4 BILLING INSTRUCTIONS/PAYMENT

- (a) The "Designated Billing Office" is the Division of Accounting Operations located at the following address:
- PSC/FMS/DFS
Room 16A12, Parklawn
5600 Fishers Lane
Rockville, MD 20857
- (b) Refer to the "Billing Instructions" attachment in Section J for specific HHS requirements.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 PROJECT DIRECTOR AND KEY PERSONNEL

- (a) Performance of the work required by this contract shall be conducted under the direction of: _____ * _____. The Government reserves the right to disapprove any successor to this individual.

- (b) Key personnel under this contract shall be:

| Position | Name |
|----------|-----------------|
| _____ * | _____ * _____ * |
| _____ * | _____ * _____ * |
| _____ * | _____ * _____ * |
| _____ * | _____ * _____ * |
| _____ * | _____ * _____ * |

- TO BE COMPLETED AT TIME OF AWARD

H.2 TRAVEL COSTS

- (a) Costs for transportation, lodging, subsistence, and incidental expenses incurred by contractor personnel on official company business are allowable subject to the provisions below. The costs may be based upon 1) actual costs incurred, 2) per diem or mileage, or 3) a combination of 1) and 2) provided the method used does not result in an unreasonable charge. Except as provided in FAR 31.205-46, reimbursement for travel will not exceed the maximum allowed under the Federal Travel Regulations, Joint Travel Regulations, and Standardized Regulations, in effect at the time of travel.
- (b) Travel costs incurred in the normal course of overall administration of the business are allowable and shall be treated as indirect costs.
- (c) Travel costs directly attributable to specific contract performance are allowable and may be charged to the contract as direct costs.
- (d) The difference in cost between first-class air accommodations and less-than-first-class air accommodations is unallowable except when less than first-class accommodations are not reasonably available to meet necessary mission requirements (such as when less-than-first-class accommodations would require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, or would offer accommodations not reasonably adequate for the physical or medical needs of the traveler).
- (e) Costs of travel via contractor-owned, -leased, and -chartered aircraft are subject to the conditions listed in FAR 31.205-46(e).
- (f) Foreign travel costs are allowable only when the travel has received specific prior approval.
- (g) For educational institutions expenditures for domestic travel will not be allowed if they exceed the amount specified by more than 25% or \$500, whichever is greater.

H.3 DISSEMINATION OF INFORMATION

Data and information either provided to the Contractor, or to any subcontractor or generated by activities under the proposed contract shall be privileged. The Contractor, and any subcontractor, shall be restricted from duplicating, using or disclosing such data or information, in whole or in part, outside DHHS for any purpose other than the fulfillment of the requirements set forth in this contract. This restriction does not limit the Contractor's right to use such data or information if it is obtained from non-restricted source. Any questions about "privileged information" shall be referred to the Government Project Officer.

H.4 PROJECT PERFORMANCE

The activities and milestones outlined in the Contractor's workplan will serve as the mechanism by which the Contractor's performance will be measured. If it becomes necessary, the Contractor may be required to submit a revised workplan at no additional cost to the Government. The monthly progress reports submitted by the Contractor under Task 13 will reflect accomplishments according to this plan. Any changes to the milestone completion dates must be approved, in writing, by the project officer.

H.5 52.219-9 SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN. (JAN 1991)

(a) This clause does not apply to small business concerns.

(b) "Commercial product," as used in this clause, means a product in regular production that is sold in substantial quantities to the general public and/or industry at established catalog or market prices. It also means a product which, in the opinion of the Contracting Officer, differs only insignificantly from the Contractor's commercial product.

"Subcontract," as used in this clause, means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

(c) The offeror, upon request by the Contracting Officer, shall submit and negotiate a subcontracting plan, where applicable, which separately addresses subcontracting with small business concerns and with small disadvantaged business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business concerns and with small disadvantaged business concerns with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns and small disadvantaged business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

(2) A statement of -

(i) Total dollars planned to be subcontracted;

(ii) Total dollars planned to be subcontracted to small business concerns; and

(iii) Total dollars planned to be subcontracted to small disadvantaged business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to (i) small business concerns and (ii) small disadvantaged business concerns.

(4) A description of the method used to develop the subcontracting goals in (1) above.

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Automated Source System (PASS) of the Small Business Administration, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small and small disadvantaged business concerns trade associations).

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with (i) small business concerns and (ii) small disadvantaged business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small business concerns and small disadvantaged business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause in this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) who receive subcontracts in excess of \$500,000 (\$1,000,000 for construction of any public facility), to adopt a plan similar to the plan agreed to by the offeror.

(10) Assurances that the offeror will (i) cooperate in any studies or surveys as may be required, (ii) submit periodic reports in order to allow the Government to determine the extent of compliance by the offeror with the subcontracting plan, (iii) submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with the instructions on the forms, and (iv) ensure that its subcontractors agree to submit Standard Forms 294 and 295.

(11) A recitation of the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of its efforts to locate small and small disadvantaged business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists, guides, and other data that identify small and small

disadvantaged business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small or small disadvantaged business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating (A) whether small business concerns were solicited and if not, why not, (B) whether small disadvantaged business concerns were solicited and if not, why not, and (C) if applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact (A) trade associations, (B) business development organizations, and (C) conferences and trade fairs to locate small and small disadvantaged business sources.

(v) Records of internal guidance and encouragement provided to buyers through (A) workshops, seminars, training, etc., and (B) monitoring performance to evaluate compliance with the programs's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having company or division-wide annual plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business and small disadvantaged business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business and small disadvantaged subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business and small disadvantaged business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small and small disadvantaged business firms.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small business or small disadvantaged business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

(f) A master subcontracting plan on a plant or division-wide basis which contains all the elements required by (d) above, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided, (1) the master plan has been approved, (2) the offeror provides copies of the approved master plan and evidence of its approval to the Contracting Officer, and (3) goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

- (g)
 - (1) If a commercial product is offered, the subcontracting plan required by this clause may relate to the offeror's production generally, for both commercial and noncommercial products, rather than solely to the Government contract. In these cases, the offeror shall, with the concurrence of the Contracting Officer, submit one company-wide or division-wide annual plan.
 - (2) The annual plan shall be reviewed for approval by the agency awarding the offeror its first prime contract requiring a subcontracting plan during the fiscal year, or by an agency satisfactory to the Contracting Officer.
 - (3) The approved plan shall remain in effect during the offeror's fiscal year for all of the offeror's commercial products.
- (h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.
- (i) The failure of the Contractor or subcontractor to comply in good faith with (1) the clause of this contract entitled "Utilization of Small Business Concerns and Small Disadvantaged Business Concerns," or (2) an approved plan required by this clause, shall be a material breach of the contract.

PART II - CONTRACT CLAUSES

SECTION I

CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| <i>NUMBER</i> | <i>TITLE</i> | <i>DATE</i> |
|---------------|--------------|---|
| 52.202-1 | OCT 1995 | DEFINITIONS |
| 52.203-3 | APR 1984 | GRATUITIES |
| 52.203-5 | APR 1984 | COVENANT AGAINST CONTINGENT FEES |
| 52.203-6 | JUL 1995 | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT |
| 52.203-7 | JUL 1995 | ANTI-KICKBACK PROCEDURES |
| 52.203-10 | JAN 1996 | PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY |
| 52.203-12 | JAN 1990 | LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS |
| 52.204-4 | JUN 1996 | PRINTING/COPYING DOUBLED- SIDED ON RECYCLED PAPER |
| 52.209-6 | JUL 1995 | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT |
| 52.215-2 | AUG 1996 | AUDIT AND RECORDS-- NEGOTIATION |
| 52.215-22 | OCT 1995 | PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA |

| | | |
|-----------|----------|---|
| 52.215-24 | OCT 1995 | SUBCONTRACTOR COST OR PRICING DATA |
| 52.215-27 | MAR 1996 | TERMINATION OF DEFINED BENEFIT PENSION PLANS |
| 52.215-33 | JAN 1986 | ORDER OF PRECEDENCE |
| 52.215-39 | MAR 1996 | REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB) |
| 52.215-40 | FEB 1995 | NOTIFICATION OF OWNERSHIP CHANGES |
| 52.216-7 | FEB 1997 | ALLOWABLE COST AND PAYMENT |
| 52.216-10 | FEB 1997 | INCENTIVE FEE |
| 52.217-2 | JUL 1996 | CANCELLATION UNDER MULTIYEAR CONTRACTS |
| 52.219-8 | OCT 1995 | UTILIZATION OF SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS CONCERNS |
| 52.219-9 | AUG 1996 | SMALL, SMALL DISADVANTAGED AND WOMEN-OWNED SMALL BUSINESS SUBCONTRACTING PLAN Alternate II (MAR 1996) |
| 52.219-16 | OCT 1995 | LIQUIDATED DAMAGES-- SUBCONTRACTING PLAN |
| 52.222-3 | AUG 1996 | CONVICT LABOR |
| 52.222-26 | APR 1984 | EQUAL OPPORTUNITY |
| 52.222-28 | APR 1984 | EQUAL OPPORTUNITY PREAWARD CLEARANCE OF SUBCONTRACTS |
| 52.222-35 | APR 1984 | AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS |
| 52.222-36 | APR 1984 | AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS |
| 52.222-37 | JAN 1988 | EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA |
| 52.223-2 | APR 1984 | CLEAN AIR AND WATER |
| 52.223-6 | JAN 1997 | DRUG-FREE WORKPLACE |
| 52.224-1 | APR 1984 | PRIVACY ACT NOTIFICATION |

| | | |
|-----------|----------|---|
| 52.224-2 | APR 1984 | PRIVACY ACT |
| 52.227-1 | JUL 1995 | AUTHORIZATION AND CONSENT |
| 52.227-2 | AUG 1996 | NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT |
| | 52.230-2 | APR 1996 COST ACCOUNTING STANDARDS |
| 52.230-3 | APR 1996 | DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES |
| 52.230-4 | AUG 1992 | CONSISTENCY IN COST ACCOUNTING PRACTICES |
| 52.230-5 | APR 1996 | COST ACCOUNTING STANDARDS-- EDUCATIONAL INSTITUTION |
| 52.230-6 | APR 1996 | ADMINISTRATION OF COST ACCOUNTING STANDARDS |
| 52.232-17 | JUN 1996 | INTEREST |
| 52.232-22 | APR 1984 | LIMITATION OF FUNDS |
| 52.232-23 | JAN 1986 | ASSIGNMENT OF CLAIMS |
| 52.232-25 | MAR 1994 | PROMPT PAYMENT |
| 52.232-32 | OCT 1995 | PERFORMANCE-BASED PAYMENTS |
| 52.232-33 | AUG 1996 | MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT |
| 52.233-1 | OCT 1995 | DISPUTES Alternate I (DEC 1991) |
| 52.233-3 | AUG 1996 | PROTEST AFTER AWARD Alternate I (JUN 1985) |
| 52.242-1 | APR 1984 | NOTICE OF INTENT TO DISALLOW COSTS |
| 52.242-2 | APR 1991 | PRODUCTION PROGRESS REPORTS |
| 52.242-13 | JUL 1995 | BANKRUPTCY |
| 52.243-2 | AUG 1987 | CHANGES - COST- REIMBURSEMENT Alternate I (APR 1984) |
| 52.217-7 | MAR 1989 | OPTION FOR INCREASED QUANTITY - SEPARATELY PRICED LINE ITEM |

| | | |
|-----------|----------|----------------------------------|
| 52.249-6 | SEP 1996 | TERMINATION (COST-REIMBURSEMENT) |
| 52.249-14 | APR 1984 | EXCUSABLE DELAYS |
| 52.253-1 | JAN 1991 | COMPUTER GENERATED FORMS |

I.2 52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY (JAN 1997)

- (a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the Government may—
 - (1) Cancel the solicitation, if the contract has not yet been awarded or issued; or
 - (2) Rescind the contract with respect to which--
 - (i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27 (a) or (b) of the Act for the purpose of either--
 - (A) Exchanging the information covered by such subsections for anything of value; or
 - (B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or
 - (ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.
- (b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.
- (c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

I.3 52.242-4 CERTIFICATION OF FINAL INDIRECT COSTS (JAN 1997)

- (a) The Contractor shall--
 - (1) Certify any proposal to establish or modify final indirect cost rates;
 - (2) Use the format in paragraph (c) of this clause to certify; and
 - (3) Have the certificate signed by an individual of the Contractor's organization at a level no lower than a vice president or chief financial officer of the business segment of the Contractor that submits the proposal.
- (b) Failure by the Contractor to submit a signed certificate, as described in this clause, may result in final indirect costs at rates unilaterally established by the Contracting Officer.
- (c) The certificate of final indirect costs shall read as follows:
CERTIFICATE OF FINAL INDIRECT COSTS
 This is to certify that I have reviewed this proposal to establish final indirect cost rates and to the best of my knowledge and belief:
 - 1. All costs included in this proposal (identify proposal and date) to establish final indirect costs rates for (identify period covered by rate) are allowable in accordance with the cost principles of the

Federal Acquisition Regulation (FAR) and its supplements applicable to the contracts to which the final indirect cost rates will apply; and

2. This proposal does not include any costs which are expressly unallowable under applicable cost principles of the FAR or its supplements.

Firm: _____

Signature: _____

Name of Certifying Official: _____

Title: _____

Date of Execution: _____

I.4 52.244-2 SUBCONTRACTS (COST-REIMBURSEMENT AND LETTER CONTRACTS) (FEB 1997)

- (a) "Subcontract" as used in this clause, includes but is not limited to purchase orders, and changes and modifications to purchase orders. The Contractor shall notify the Contracting Officer reasonably in advance of entering into any subcontract if--
 - (1) The proposed subcontract is of the cost-reimbursement, time-and-materials, or labor-hour type;
 - (2) The proposed subcontract is fixed-price and exceeds either \$25,000 or 5 percent of the total estimated cost of this contract;
 - (3) The proposed subcontract has experimental, developmental, or research work as one of its purposes; or
 - (4) This contract is not a facilities contract and the proposed subcontract provides for the fabrication, purchase, rental, installation, or other acquisition of special test equipment valued in excess of \$25,000 or of any items of facilities.
- (b)
 - (1) In the case of the proposed subcontract that (i) is of the cost-reimbursement, time-and-materials, or labor-hour type and is estimated to exceed \$25,000, including any fee, (ii) is proposed to exceed \$100,000, or (iii) is one of a number of subcontracts with a single subcontractor, under this contract, for the same or related supplies or services that, in the aggregate, are expected to exceed \$100,000, the advance notification required by paragraph (a) above shall include the information specified in subparagraph (2) of this clause.
 - (2)
 - (i) A description of the supplies or services to be subcontracted.
 - (ii) Identification of the type of subcontract to be used.
 - (iii) Identification of the proposed subcontractor and an explanation of why and how the proposed subcontractor was selected, including the competition obtained.
 - (iv) The proposed subcontract price and the Contractor's cost or price analysis.
 - (v) The subcontractor's current, complete, and accurate cost or pricing data and Certificate of Current Cost or Pricing Data, if required by other contract provisions.
 - (vi) The subcontractor's Disclosure Statement or Certificate relating to Cost Accounting Standards when such data are required by other provisions of this contract.

- (vii) A negotiation memorandum reflecting--
 - (A) The principal elements of the subcontract price negotiations;
 - (B) The most significant considerations controlling establishment of initial or revised prices;
 - (C) The reason cost or pricing data were or were not required;
 - (D) The extent, if any, to which it the Contractor did not rely on the subcontractor's cost or pricing data in determining the price objective and in negotiating the final price;
 - (E) The extent to which it was recognized in the negotiation that the subcontractor's cost or pricing data were not accurate, complete, or current; the action taken by the Contractor and the subcontractor; and the effect of any such defective data on the total price negotiated;
 - (F) The reasons for any significant difference between the Contractor's price objective and the price negotiated; and
 - (G) A complete explanation of the incentive fee or profit plan when incentives are used. The explanation shall identify each critical performance element, management decisions used to quantify each incentive element, reasons for the incentives, and a summary of all trade-off possibilities considered.
- (c) The Contractor shall obtain the Contracting Officer's written consent before placing any subcontract for which advance notification is required under paragraph (a) above. However, the Contracting Officer may ratify in writing any such subcontract. Ratification shall constitute the consent of the Contracting Officer.
- (d) If the Contractor has an approved purchasing system and the subcontract is within the scope of such approval, the Contractor may enter into the subcontracts described in subparagraphs (a)(1) and (a)(2) of this clause without the consent of the Contracting Officer.

REGULATION (HHSAR)(48 CFR CHAPTER 3) CLAUSES

| | | |
|-------------------|---|----------|
| 352.202-1 1984 | DEFINITIONS | APR |
| 352.216-72 | ADDITIONAL COST PRINCIPLES | APR 1984 |
| 352.232-9 | WITHHOLDING OF CONTRACT PAYMENTS | APR 1984 |
| 352.233-70 | LITIGATION AND CLAIMS | APR 1984 |
| 352.242-71 | FINAL DECISIONS ON AUDIT FINDINGS | APR 1984 |
| 352.270-1 | ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES | APR 1984 |
| 352.270-7 | PAPERWORK REDUCTION ACT | APR 1984 |

I. Briefing Materials for Experts' Meeting

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

| NUMBER | TITLE | DATE |
|--------|-------|------|
|--------|-------|------|

**K .2 52.203-11 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS
TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (APR 1991)**

(a) The definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification. The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989--

- (1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement;
 - (2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and
 - (3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.
- (c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

K.3**52.204-3 TAXPAYER IDENTIFICATION (MAR 1994)****(a) Definitions.**

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

- (b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

☐ TIN:_____.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other. State basis._____

(d) Corporate Status.

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☐ Other corporate entity;

☐ Not a corporate entity:

☐ Sole proprietorship

☐ Partnership

☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

☐ Name and TIN of common parent:

Name _____

TIN _____

K.4 52.204-5 WOMEN-OWNED BUSINESS (OCT 1995)

- (a) Representation. The offeror represents that it ☐ is, ☐ is not a women-owned business concern.
- (b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

K.5 CONTRACTOR IDENTIFICATION NUMBER--DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (DEC 1996)

- (a) Contractor Identification Number, as used in this provision, means "Data Universal Numbering System (DUNS) number," which is a nine-digit number assigned by Dun and Bradstreet Information Services.
- (b) Contractor identification is essential for complying with statutory contract reporting requirements. Therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33 or similar document, the annotation "DUNS" followed by the DUNS number which identifies the offeror's name and address exactly as stated in the offer.
- (c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:
 - (1) Company name.
 - (2) Company address.
 - (3) Company telephone number.
 - (4) Line of business.
 - (5) Chief executive officer/key manager.
 - (6) Date the company was started.
 - (7) Number of people employed by the company.
 - (8) Company affiliation.

- (d) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

K.6 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (MAR 1996)

- (a) (1) The Offeror certifies, to the best of its knowledge and belief, that--
- (i) The Offeror and/or any of its Principals--
- (A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.
- (ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

- (b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- (c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.
- (d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.7 52.215-6 TYPE OF BUSINESS ORGANIZATION (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that--

- (a) It operates as ☐ a corporation incorporated under the laws of the State of _____, ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture.
- (b) If the offeror or quoter is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in _____ (country).

K.8 52.215-19 PERIOD FOR ACCEPTANCE OF OFFER (APR 1984)

In compliance with the solicitation, the offeror agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date specified in the solicitation for receipt of offers, to furnish any or all items on which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the Schedule.

K.9 52.215-20 PLACE OF PERFORMANCE (APR 1984)

- (a) The offeror or quoter, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend (check applicable box) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.
- (b) If the offeror or quoter checks "intends" in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance (Street Name and Address of Owner and
Address, City, County, State, Operator of the Plant or
Zip Code) Facility if Other than
Offeror or Quoter

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

K.10 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (JAN 1997)

- (a) (1) The standard industrial classification (SIC) code for this acquisition is SIC 8741.
- (2) The small business size standard is no more than \$5 million average annual receipts for an offeror's preceeding 3 fiscal years.
- (3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.
- (b) Representations. (1) The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
- (2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it ☐ is, ☐ is not a small disadvantaged business concern.
- (3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it ☐ is, ☐ is not a women-owned small business concern.
- (c) Definitions. "Joint venture," for purposes of a small disadvantaged business (SDB) set-aside or price evaluation preference (as prescribed at 13 CFR 124.321), is a concern that is owned and controlled by one or more socially and economically disadvantaged individuals entering into a joint venture agreement with one or more business concerns and is considered to be affiliated for size purposes with such other concern(s). The combined annual receipts or employees of the concerns entering into the joint venture must meet the applicable size standard corresponding to the SIC code designated for the contract. The majority of the venture's earnings must accrue directly to the socially and economically disadvantaged individuals in the SDB concern(s) in the joint venture. The percentage of the ownership involvement in a joint venture by disadvantaged individuals must be at least 51 percent.

"Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Small disadvantaged business concern," as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR part 124.

"Women-owned small business concern", as used in this provision, means a small business concern--

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
 - (2) Whose management and daily business operations are controlled by one or more women.
- (d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--
- (i) Be punished by imposition of a fine, imprisonment, or both;
 - (ii) Be subject to administrative remedies, including suspension and debarment; and
 - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

K.11 52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES (APR 1984)

- (a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and

housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

- (b) By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.
- (c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will--
 - (1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;
 - (2) Retain the certifications in the files; and
 - (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF
REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED
FACILITIES**

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

K.12 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (APR 1984)

The offeror represents that--

- (a) It [] has, [] has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;
- (b) It [] has, [] has not filed all required compliance reports; and
- (c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.13 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that (a) it [] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.14 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)

The Offeror certifies that--

- (a) Any facility to be used in the performance of this proposed contract is [], is not [] listed on the Environmental Protection Agency (EPA) List of Violating Facilities;
- (b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the EPA, indicating that any facility that the Offeror proposes to use for the

performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

- (c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

K.15 52.223-13 CERTIFICATION OF TOXIC CHEMICAL RELEASE REPORTING (OCT 1996)

- (a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.
- (b) By signing this offer, the offeror certifies that--
 - (1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or--
 - (2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: **(Check each block that is applicable.)**
 - ☐ (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);
 - ☐ (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);
 - ☐ (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);
 - ☐ (iv) The facility does not fall within Standard Industrial Classification Code (SIC) designations 20 through 39 as set forth in Section 19.102 of the Federal Acquisition Regulations; or
 - ☐ (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

K.16 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (APR 1996)

NOTE: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III. Offerors shall examine each part and provide the requested information in order to

determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

<<I. DISCLOSURE STATEMENT--COST ACCOUNTING PRACTICES AND CERTIFICATION

- (a) Any contract in excess of \$500,000 resulting from this solicitation, except contracts in which the price negotiated is based on (1) established catalog or market prices of commercial items sold in substantial quantities to the general public, or (2) prices set by law or regulation, will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.
- (b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

- (c) Check the appropriate box below:

☐ (1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) Original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) One copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where
Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

☐ (2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement: _____

Name and Address of Cognizant ACO or Federal Official Where
Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

☐ (3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$25 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

☐ (4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraphs (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$25 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

<<II. COST ACCOUNTING STANDARDS--ELIGIBILITY FOR MODIFIED
CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$25 million in awards of CAS-covered prime contracts and subcontracts, or the offeror did not receive a single CAS-covered award exceeding \$1 million. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$25 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

<<III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO
EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ YES ☐ NO

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

| NUMBER | TITLE | DATE |
|-----------|----------|---|
| 52.215-5 | JUL 1987 | SOLICITATION DEFINITIONS |
| 52.215-7 | APR 1984 | UNNECESSARILY ELABORATE PROPOSALS OR QUOTATIONS |
| 52.215-8 | DEC 1989 | AMENDMENTS TO SOLICITATIONS |
| 52.215-9 | FEB 1997 | SUBMISSION OF OFFERS |
| 52.215-12 | APR 1984 | RESTRICTION ON DISCLOSURE AND USE OF DATA |
| 52.215-13 | APR 1984 | PREPARATION OF OFFERS |
| 52.215-14 | APR 1984 | EXPLANATION TO PROSPECTIVE OFFERORS |
| 52.215-15 | JUL 1995 | FAILURE TO SUBMIT OFFER |
| 52.215-16 | OCT 1995 | CONTRACT AWARD |
| 52.215-30 | SEP 1987 | FACILITIES CAPITAL COST OF MONEY |
| 52.222-24 | APR 1984 | PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW |
| 52.222-46 | FEB 1993 | EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES |

L.2 TYPE OF CONTRACT

The Government contemplates award of a cost-plus-base-plus-earned value-fee contract resulting from this solicitation.

L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)

- (a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**II. DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION
REGULATION (HHSAR)(48 CFR CHAPTER 3) PROVISIONS**

| <i>NUMBER</i> | <i>TITLE</i> | <i>DATE</i> |
|---------------|--------------|-------------|
|---------------|--------------|-------------|

| | | |
|------------|--|----------|
| 352.215-12 | RESTRICTION ON DISCLOSURE AND USE OF DATA | APR 1984 |
|------------|--|----------|

L.4 352.232-75 INCREMENTAL FUNDING (APR 1984)

- (a) Sufficient funds are not presently available to cover the total cost of the complete multiple year project described in this solicitation. However, it is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds. Under that clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover the first year of performance. Additional funds are intended to be allotted to the contract by contract modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this contract over the entire period of performance up to and including the full estimated cost, the Government will not be obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated to perform in excess of the amount allotted.
- (b) The Limitation of Funds clause to be included in the resultant contract shall supersede the Limitation of Cost clause found in the General Provisions.
[End of Provision]

L.5 INSTRUCTIONS TO OFFERORS

The following instructions establish the acceptable minimum requirements for the format and contents of proposals. Your special attention is directed to the requirement for technical and business proposals to be submitted in accordance with these instructions.

(a) GENERAL INSTRUCTIONS

- (1) Any resultant contract shall include the Contract Clauses applicable to the selected offeror's organization and type contract awarded. Copies of contract clauses may be obtained by contacting the Contracting Officer. Any additional clauses required by public law, executive order, or procurement regulations in effect at the time of the proposed contract will be included.
- (2) The proposal shall be in two parts - a "Technical Proposal" and a "Business Proposal". Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, the evaluation of the other. The technical proposal shall not contain references to cost/price; however, resources information such as data concerning labor hours and categories, materials, subcontracts, etc., shall be contained in the technical proposal so that the offeror's understanding of the scope of work may be evaluated. The technical proposal must disclose your technical approach in as much detail as possible.
- (3) The proposal shall be signed by an official authorized to bind your organization. Seven copies of your technical proposal and seven of your business proposal shall be submitted either:
 - (i) Hand-delivered: such proposals must be delivered to the following address prior to the specific time set forth in the RFP for receipt of proposals:

Department of Health and Human Services, OS
Office of Acquisition Management
Room 443-H, HHH Building
200 Independence Avenue, S.W.
Washington, D.C. 20201
Attention: Gaynel M. Abadie, Contract Specialist
(Marked: RFP-7-97-HHS-OS)

- (ii) Mailed: such proposals shall be conspicuously marked with the RFP number, closing time and date. The proposal shall be addressed exactly as follows:
Department of Health and Human Services, OS
Office of Acquisition Management
Room 443-H, HHH Building
200 Independence Avenue, S.W.
Washington, D.C. 20201
Attention: Gaynel M. Abadie, Contract Specialist
(Marked: RFP-7-97-HHS-OS)

- (4) You may, at your discretion, submit alternate proposals or proposals which deviate from the requirements, provided that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the Government. Alternate proposals, or deviations from any requirement of this RFP, shall be clearly identified.
- (5) The Government will evaluate proposals in accordance with the evaluation criteria set forth in Section M of this RFP.
- (6) Offerors' proposals must disclose the technical approach in as much detail as possible, including, but not limited to, the requirements specified in the Technical Proposal Instructions, as set forth in section (b) of this section. In addition, offerors must comply with the requirements of the Business Proposal Instructions, specified in section C of this section.
- (7) It should be understood that your proposal will become part of the official contract file.
- (8) This RFP does not commit the Government to pay any costs for the preparation and submission of a proposal. In addition, the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed acquisition.
- (9) To assist you in the preparation of your proposal, the Government considers the effort to perform this contract to be approximately 33.5 person years for each year of performance (this does not include the options). This number is furnished for the offeror's information only and is not considered restrictive for proposal purposes.

B. MANDATORY CRITERION

- (1) The Earned Value Management System criterion in Section M is mandatory. Offerors must qualify under this criterion to be eligible for further consideration. While this is a pass/fail criterion, the Government will also assess the quality of the Earned Value Management System as stated in technical evaluation criterion #5 of Section M.

C. TECHNICAL PROPOSAL INSTRUCTIONS

To facilitate proposal evaluation, the offeror shall submit a separate enclosure entitled, "Technical Proposal", and shall mark it "Volume I". A complete and comprehensive technical proposal shall be submitted, specifically addressing all factors, including phasing of tasks, methods to be utilized, and scheduling of human resources to satisfactorily complete all issues and tasks covered in the statement of work. The data and information should be keyed to each paragraph of the technical proposal requirements outlined below:

(1) Problem and Approach

(i) Understanding of the Statement of Work

The offeror's proposal shall include, in the offeror's own words, a statement of the problem, scope and purpose of the project, and demonstrate his/her complete understanding of the project's intent and requirements.

(ii) Technical Approach

The offeror's proposal shall disclose his/her technical approach in as much detail as possible, including, but not limited to, the requirements in this section. The proposal shall outline the recommended approaches to be followed in arriving at the best solutions for the statement of work's requirements as described in Section C of this RFP. To this end, the recommendation and technical approach should be specific, detailed, and complete enough to clearly and fully demonstrate that the offeror thoroughly understands the intent of the statement of work, together with proposed solution approaches. Stating that you understand and will comply with the statement of work, or parts thereof, is considered inadequate. So are phrases such as "standard procedures will be employed" and "well-known techniques will be used". It is recognized that all the technical factors cannot be detailed in advance, but the technical proposal must be sufficient as to how the offeror proposes to comply with the applicable statement of work, including a full explanation of the techniques and procedures you propose to follow. Data previously submitted, if any, cannot be considered and should not be incorporated into the technical proposal by reference.

The technical proposal should also include the following:

- (a) Supporting documentation to substantiate/justify an understanding of the technical approaches.
- (b) A statement(s) and discussion of potential problem areas, along with recommendations for solutions.
- (c) A statement of any interpretations, qualifications, limitation, deviations and/or exceptions to the statement of work.
- (d) A statement on the degree to which the offeror's proposal and technical approaches exceed the requirements of the statement of work.

- (iii) Technical Management and Management Workplan
Describe the organizational and management methods you will utilize in the technical management of the proposed contract. As an example, in the technical approach, your description of a facet of the work should demonstrate an understanding of the nature of the tasks and their potential problems and how you will surface issues in a timely manner and at the proper levels of authority.
The offeror should indicate a schedule for completing each of the requirements outlined in the statement of work and include estimates of staff utilization, propriety of specific levels of human resources, and travel plans.

(2) Qualifications

(i) Staff Qualifications

- (a) The proposal shall include resumes identifying the types of professional personnel that will be employed to perform the contract. Resumes shall describe the experience, education, background, specific scientific or technical accomplishments and any special qualifications that are applicable to the contract performance, including relevant experience, or special experience gained in projects for other clients. This information shall be provided for the project team members and, to the extent possible, for the additional and supportive personnel describe in (2) below.
- (b) The proposal shall specify how professional personnel employed under the contract shall operate organizationally and specify the name and title of the person who shall provide technical direction. The offeror should include organization charts detailing:
 - (1) Organization of the project, including relationships to outside resource personnel; and
 - (2) The project leader, the task leader(s), and any other key personnel.
 - (3) The offeror shall describe the sources and type of special additional personnel, if any, that are required for any item of work. The offeror shall indicate the technical areas, character and extent of consultant activity.

(ii) Organization Qualifications.

General background, experience, and qualifications of the offeror's organization shall be furnished. Previous relevant experience shall be furnished and this information shall include the names, addresses and phone numbers of contract and technical supervision officers. Experience may have been Federal or other Government, commercial and/or nonprofit organizations. Special notations shall be made of similar or related Government projects. The offeror is required to furnish the time required to complete each project, the staffing used and the total price charged for performance.

(3) Additional Information To Be Furnished

a. Resource Requirements

State whether or not acceptance of a contract for this project will impact performance of other Government contracts. If "yes," indicate the nature and extent of the impact.

Are employees, on which estimates are based, presently on the offeror's payroll and immediately available for this work? If not, state the number and kind of persons who would have to be hired and the arrangements made to obtain them.

b. Key Personnel

The proposal must contain the names of the key people responsible for the preparation of the proposal and their expected participation in the project.

(4) Additional Technical Evaluation Criteria and Instructions

The following instructions apply to specific tasks listed in the Statement of Work:

Task 2. Offerors shall not contact potential Technical Work Group members nor secure their commitment prior to the award of the contract or without the approval of the FPO. However, in their proposals offerors first should propose a list of Technical Work Group members, including their specific qualifications relevant to this study, as a demonstration of their understanding of the types of expertise that are needed for this study.

Task 3. In their proposals, offerors should provide the names and vitae of potential consultants, including their specific qualifications relevant to this project, as a demonstration of their understanding of the types of expertise that are needed for this study.

Task 4. In proposing a sampling a plan, offerors are strongly encouraged to propose alternative sampling approaches that do not employ the "two stage" strategy suggested in the Statement of Work, but still result in the ability to address key system-level factors as well as child and family factors that may affect outcomes. The offeror shall include in the proposal a discussion of the feasibility of obtaining State-level estimates from a national sample.

Task 5. In proposing measures, the offeror should review as background information the instruments and measures that have been reviewed under a separate contract to ACYF (contract #282-92-0045 to Research Triangle Institute). However, it is the intent of ACYF to encourage offerors to explore alternative and/or additional data collection instruments and/or strategies.

(5) Summary of Deviations/Exceptions in the Technical Proposal

The offeror will fully explain any deviations, exceptions or conditional assumptions taken with respect to this RFP. Any exceptions taken to the statement of work shall have amplification and justification in order to be evaluated. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in rejection of such proposal(s) as technically unacceptable.

- (6) Proposals which merely offer to conduct a program in accordance with the requirements of the Government's statement of work will not be eligible for award. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

- SECTION D -

BUSINESS PROPOSAL INSTRUCTIONS

To facilitate proposal evaluation, the offeror shall submit as part of his/her proposal a separate enclosure entitled "Business Management and Cost/Price Proposal," and shall mark it "Volume II".

1. Cost and Pricing Data

a. The offeror, as a minimum, must submit cost/price proposals fully supported by cost or pricing data adequate to establish the reasonableness of the proposed amount. The attached form SF-1411 must be used in the preparation of the proposal and the offeror must comply with the instructions and foot-notes of the form and fill in or check the appropriate boxes. In addition:

(1) The cost for individual elements, such as analytical studies, reports, etc., shall be itemized.

(2) The estimated cost of each phase or segment of the offered performance shall be itemized.

(3) Inasmuch as it may be necessary to authorize performance of the project by phases or a group of phases, the extent that these are severable should be indicated, together with the effect, if any, of such severance upon the estimated cost.

b. These forms shall be supplemented by supporting schedules and information which supports each of the various elements of cost proposed, as well as schedules and information showing the proposed cost/price of each task or segment of the project, clearly itemized. Specifically, a cost/price breakdown shall be provided for each of the phases of this project.

A copy of form SF-1411 is included in the RFP. Form SF-1411 must be completed with supporting cost/price documentation and the required breakout of costs.

Specific instructions for these breakdowns are set forth in paragraph #4 below. As a part of the specific information required by form SF-1411, the offeror must submit with this form, and clearly identify as such, cost or pricing data (that is, data which is verifiable and factual and otherwise as defined in FAR 15.804-6).

In addition, the offeror must submit, with this form, any information reasonably required to explain the offeror's estimated process, including:

(1) Any judgmental factors applied and the mathematical or other methods used in determining any cost element, including those factors/methods used to project from known data; and

(2) Any contingencies included by the offeror in his/her proposed cost/price.

When attachment of supporting cost or pricing data to this form is impracticable, the data will be specifically identified and described (with schedules as appropriate) and made available to the Contracting Officer or his/her representative upon request.

c. Prior to award of a contract, the offeror may, under the conditions stated in FAR 15.804)2(a) be required to execute a Certificate of Current Cost or Pricing Data (see FAR 15.804-4(a).

2. Other Administrative Data

a. The proposal shall stipulate that it is predicated upon all the terms and conditions of this RFP. In addition, it shall contain a statement to the effect that it is firm for a period of at least 60 days from the date of receipt by the Government.

b. It is HHS policy that contractors are responsible for providing all equipment and facilities necessary for performance of contracts. Exceptions may be granted to furnish Government owned property, or to authorize purchases of such with contract funds, only when approved by the Contracting Officer. If additional equipment must be acquired, the offeror shall include the description, estimated cost of each item, and whether the offeror will furnish the items with its own funds.

c. The offeror shall identify Government owned property in its possession and/or property acquired from Federal funds, and title to which vests in the offeror, which it proposes to use in the performance of the prospective contract.

d. The management and control of any Government property shall be in accordance with HHS publication (OS) 74-0115 entitled, "Control of Property in Possession of Contractors", a copy of which will be provided upon request.

3. The following data and information must be provided and shall be keyed to each paragraph of the requirements outlined below:

a. If this information is not furnished on the attached Contract Pricing Proposal (SF-1411), it must be furnished in this portion of the offeror's proposal:

(1) The cognizant Government audit agency, address, and telephone number; and

(2) The cognizant Government administrative Contracting Officer (if one exists) and his/her address and telephone number.

b. The offeror shall indicate the address to which payment(s) shall be mailed if such address is different from that shown for the offeror.

c. The offeror shall list any commitments with the Government relating to the specified work or services and indicate whether these commitments will or will not interfere with the completion of the work or services contemplated under this RFP.

d. The offeror shall indicate if he/she has the necessary financial capacity, working capital, and

other resources to perform this contract without assistance from any outside sources. (If not, the offeror is to indicate the amount required and the anticipated source.)

e. The offeror is to furnish any information relative to royalties on a patent or amortization of the cost of acquiring a patent or invention or rights thereto, necessary for the proper performance of the work covered by the proposal.

f. The offeror will explain any deviations, exceptions, or conditional assumptions taken with respect to this part of the RFP. Any exceptions taken must carry sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause a proposal to be termed unacceptable. A large number of exceptions, or one or more significant exceptions not providing any obvious benefit to the Government may, however, result in the rejection of such proposal(s) as unacceptable.

4. By submission of his/her proposal, the offeror, if selected for negotiations, grants to the Contracting Officer, or his/her authorized representative, the right to examine, (for the purpose of verifying the cost or pricing data submitted) those books, records, documents and other supporting data along with the computations and projections used therein. This right may be exercised in connection with any negotiations prior to award.

The following specific instructions are provided to assist the offeror in preparation of a complete Contract Pricing Proposal.

a. The cost of materials (item 1) shall be segregated into purchased parts, subcontracted items and other items. Any presentation which lumps all material elements into a single cost will not be acceptable. Components of major dollar value comprising the contract end item(s) and which will not be manufactured within the offeror's own plant or that of its subsidiaries, will not be listed. However, a similar listing shall be made of the components of major dollar value which are to be subcontracted; and the subcontracting source, basis for the proposed subcontract, type of subcontract and the amount proposed, shall be indicated in at least the same level of detail, with appropriate supporting information, as in the prime offeror's cost/price proposal.

b. Direct labor cost estimates (item 2) shall be supported with breakdowns by the major functional areas, including the number of person\hours and applicable actual or average hourly rates. The offeror must submit his/her proposed wages, salary rate schedules and plan for any additional compensation resulting from employee relations, profit sharing, pension, or health and welfare benefits and the like.

c. With respect to Labor Overhead (item 3) and General and Administrative Expense (item 7), the offeror shall indicate the rates used and provide a detailed explanation of how they were computed and how they are to be applied. Where an agreement has been reached with Government representatives on the use of forward pricing rates, describe the nature of the agreement. Include a cost breakdown and show trends and budgetary data necessary to provide a basis for evaluation of the reasonableness of the proposed rates.

d. The amount estimated for travel (item 4) shall be supported with a breakdown, including the destination, duration, and purpose of trips and the estimated cost (per diem and transportation).

e. Any proposed consultative services (item 5) should be identified as either sole source or competitive procurements. If sole source, the offeror shall document his/her reason(s). In either case, the offeror shall provide either detailed supporting cost data from the proponent or a detailed estimate of the cost for the work to be completed, and should rationalize, with particularity, the basis for selection, including complete cost justifications.

f. Any proposed other direct costs (item 6) shall be supported with a breakdown outlining the separate costs proposed and details supporting the formulation of the costs proposed.

5. Offeror Representations and Certifications

The offeror shall complete, sign, date, and submit an original copy of the "Representations and Certifications" included in Section K of this RFP. This document shall be included with the Business Management and Cost/Price Proposal and must be thoroughly completed. It must be executed by an official authorized to bind the offeror.

6. Negotiated Overhead Rates

The offeror shall attach its latest negotiated overhead rate agreement.

7. Subcontracting Plan

The business proposal must include a subcontracting plan (See Section H).

8. Equal Employment Opportunity

As part of the business proposal, offerors must certify Equal Employment Opportunity (EEO) compliance and provide the appropriate name and number of the EEO office for reference.

L.6 CONDITIONS AND NOTICES TO OFFERORS

Inquiries concerning this solicitation document may be submitted either in writing or by telephone to the issuing procurement office. Answers to questions will be provided to all offerors being solicited, giving due regard to the proper protection of proprietary information.

contract with no opportunity granted to modify the proposal.

- C. The Government may conduct written or oral discussions as necessary only with those responsible offerors who submit proposals within a competitive range.

M.4 MANDATORY CRITERION

The following criterion shall be used in proposal evaluation on a pass/fail basis; offerors must qualify under this criterion to be eligible for further consideration:

| <u>Weight</u> | <u>Criterion</u> |
|---------------|---|
| Pass/Fail | <p>1. <u>Earned Value Management System</u></p> <p>Offeror must have an earned value project management system that complies with "Industry Standard Guidelines for Earned Value Management Systems" (dated 8/8/96); or have the capability to apply earned value analysis methods to monitor and manage the longitudinal study. Use of earned value would include the capability to assign budgets to scheduled work elements (using a breakdown structure); credit budget values to the project as work elements are fully and partially completed (i.e., earned value); and track actual costs incurred for the scheduled work elements.</p> |

M.5 TECHNICAL EVALUATION CRITERIA

The following criteria shall be used in proposal evaluation with each criterion weighted as indicated:

| <u>Numerical Weight</u> | <u>Criteria</u> |
|-------------------------|---|
| 20% | <p>1. <u>Understanding of the Scope of Work</u></p> <p>The offeror's proposal must demonstrate originality and a good understanding of the issues related to the child welfare population, including issues around service delivery, service integration, child development, and family functioning. The offeror shall include a thorough literature review of the available literature on child welfare, longitudinal research methodology, and outcome assessment issues related to child welfare and related programs, as well as recent demographic and service delivery trends affecting this population. The offeror also must demonstrate an understanding of the complexities associated with multi-site, longitudinal services research, including the statistical approaches and issues related to analyzing very large (and sometimes incomplete) multi-site data sets. Finally, the offeror must discuss the scope and complexity of tasks (e.g., measurement, statistical, logistical difficulties including the timely mobilization of a national data collection effort that requires participation by multiple local agencies, and the ethical and legal issues that may arise in the course of collecting data on high risk populations) and the skills and resources required to address such issues.</p> |

30%

2. Technical Approach

The offeror's approach is succinct and logical in format, and demonstrates a methodology consistent with the tasks to be accomplished. The offeror's study design is innovative, and meets all the requirements outlined in the RFP:

a) A detailed description of how each of the tasks in the RFP shall be accomplished including an overall conceptual framework for the project; a sampling plan with clear justification, including power analyses for the proposed sample, feasibility of obtaining State-level estimates for some or all States and any alternative sampling strategies; data collection strategies, detailed discussion of how and why the proposed data collection strategies were selected from among the various alternatives, theoretical and methodological support for each specific data collection strategy (e.g., psychometric issues, previous use of techniques, and relevance for the population from low-income backgrounds and from multiple cultural and linguistic groups); proposed strategies to assess feasibility of planned field work methods; strategies to work with relevant local personnel and establish an appropriate partnership relationship; a detailed discussion of how a national data collection effort will be mobilized in a timely manner; a detailed discussion of how the data analyses will address the repeated measurements; a specific approach to the use of the consultant cadre; and formats for required reports; and

b) Examples of the problems that might occur in the proposed project and a description of how these will be resolved, particularly problems related to the complex sampling and data analytic approaches that will be required and the need to quickly mobilize a nationwide data collection effort.

25%

3. Qualifications of Proposed Personnel

The offeror's staff qualifications demonstrate an appropriate range of relevant academic and/or applied experience in several of the following areas: research or evaluation study design and implementation, including experience conducting large, multi-site, longitudinal national studies; experience in working on research or evaluation projects that focus on program outcome assessment issues, as well as educational and social service programs which address these outcome issues; experience conducting on-site research in social service settings; experience conducting on-site interviews with program staff and parents, as well as experience conducting in-depth and comprehensive assessments of children and families from a wide range of ethnic, cultural, and linguistic populations; research experience entailing social services data collection strategies; experience with the analysis and integration of data with varying levels of quality from multiple sources; expertise in using state-of-the-art statistical modeling techniques, including hierarchical models, growth curve analysis, structural equation modeling, attrition models, survival models; expertise in demography and the analysis of population distributions; writing reports for both a research and policy making audience; and report preparation.

Staff shall demonstrate academic training and experience in the areas of child development, parent-child relationships, family systems, family

self-sufficiency, ethnic diversity, social service delivery systems, social welfare programs, issues related to child abuse and neglect, mental health, parent education, and organizational issues applicable to the child welfare system.

The Project Director/Associate Project Director have experience managing large, multi-site research studies in the areas of child welfare and/or family services delivery to low-income children and their families, demonstrated ability to translate research findings in these areas into policy recommendations. The Research Analyst and Data Analyst have experience working with large, national survey datasets and with preparing data sets for public use. Writing competence of staff is demonstrated in the proposal by the sections they wrote. Authors of proposal sections and subsections shall be clearly identified by percent contribution. Staff resumes and letters of commitment shall be included in the proposal, and shall clearly reflect the range and depth of the requirements outlined above, including referenced publications in the areas relevant to this study. Staff have demonstrated evidence of successful dissemination of related work to science and practice communities, including publication in professional journals and presentation at professional meetings.

15%

4. Corporate Experience

The offeror's institutional experience includes research or evaluation at the national, State, and/or local levels with child welfare or similar populations, especially with regard to social services utilization issues. The offeror has experience in conducting research similar to the work outlined in the RFP; experience providing institutional support for the recruitment, training and management of extensive field staff, particularly in the areas of client interviewing, data collection and quality control associated with multi-site longitudinal studies; ability to quickly mobilize a national cadre of skilled data collectors; experience collecting, processing and analyzing large quantities of data; experience preparing data sets for public use; and preparing written reports for Federal, State, and local agencies. The offeror demonstrates how its facilities and resources will support the completion of project tasks. In particular, the offeror defines its resources for research including library, space, computer equipment, including ability to use CAPI and CATI data collection technologies where appropriate, access to INTERNET, and the institutional capacity to process, analyze and archive all data, including the capability to support the performance of state-of-the-art statistical modeling techniques including hierarchical modeling, growth curve analysis, structural equation modeling, attrition models, survival models, etc., software, editorial services, graphics, printing, and copying capabilities. The offeror demonstrates both examples of conducting related work successfully, and examples of how this experience would transfer to the conduct of this study, both through the knowledge base and analytical expertise.

10%

5. Adequacy of Management Plan

The management plan includes specific procedures and timelines for maintaining quality control and conducting periodic reviews of the survey data collected; using earned value to monitor and manage project performance which is a mandatory criterion in M.4.; a work schedule by task and persons assigned; a timetable for deliverables; staff-power loadings by task and subtasks which list each staff member and distribution of person hours to be spent on each task and subtask; indications of the availability of each proposed staff member by detailing their other project commitments (e.g., description of all current commitments to other projects, listed separately by percent time on each ongoing and/or proposed project); a specific plan for contacting and gaining the cooperation of child welfare agencies and other relevant organizations; a specific plan to recruit, train, and supervise a national cadre of skilled data collectors in a timely manner; a specific plan for communication among project staff in the field and central office, and evidence of the ability to have a sufficient number of staff available to be immediately responsive to the FPO's request for information and to accomplish the work.

5%

6. Subcontracting Plan.

The subcontracting plan will be evaluated as follows for a total value of five percent.

1. Submission of an acceptable subcontracting plan = 1%
2. Criterion #1 plus the designation of conference logistic services OR travel services being assigned to small businesses, small disadvantaged businesses and woman-owned businesses = 3%
3. Criterion #1 plus the designation of conference logistic services AND travel services being assigned to small businesses, small disadvantaged businesses and woman-owned businesses = 5%